

City Council Workshop & Meeting
March 1, 2021
Agenda

This City Council workshop and meeting will be conducted in Council Chambers. The meeting will be broadcast as usual on Great Falls TV (cable channel 11) and on the City of Auburn [YouTube](#) channel.

Members of the public may watch in the Community Room, across from Council Chambers. If you attend and wish to offer public comment during the meeting, you may do so by speaking at the podium that will be located in the Community Room.

We will continue taking public comment in writing for those who are not comfortable attending a public meeting at this time, please send your remarks via email to: comments@auburnmaine.gov. Your comments will be included in the meeting minutes.

5:30 P.M. City Council Workshop

- A. Recycling Reform Extended Producer Responsibility (EPR) for packaging bill – Chrissy Adamowicz, NRCM, Councilors Tim MacLeod and Holly Lasagna (20 minutes)
- B. Secondary Dwellings – Megan Norwood (20 minutes)
- C. Grant Update – Phil Crowell (15 minutes)
- D. City Spirit Equity Statement – Fatuma Hussein, Immigrant Resource Center of Maine and Laura Ligiouri, Mindbridge (15 minutes)

7:00 P.M. City Council Meeting - Roll call votes will begin with Councilor Gerry

Pledge of Allegiance

- I. **Consent Items** - All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
 - 1. **Order 16-03012021***
Confirming Chief Moen's appointment of Steve Chouinard, Constable Process Server to serve documents on behalf of the Auburn Police Department without firearm/arrest powers (Private) within the City of Auburn for 2021.
 - 2. **Order 17-03012021***
Setting the date to hold the School Budget Validation Referendum Election for June 8, 2021.

3. **Order 18-03012021***
Confirming the appointment of Robert Cavanagh as full member and Renee Cote as alternate member of the Registration Appeals Board as nominated by the Democratic party.
4. **Order 19-03012021***
Confirming Mayor Levesque's re-appointment of Leonard Kimble to the Ethics Committee with a term expiration of 11-01-2023.
- II. **Minutes** - February 16, 2021 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Age Friendly Committee Update (Leroy Walker & Jan Biron)
 - Economic Development City Owned Properties (Jay Brenchick)
 - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
 1. **Ordinance 02-02012021**
Expanding the T-4.2 Traditional Downtown Neighborhood to replace current zoning in the Multi-family Urban District in the New Auburn neighborhood. Public hearing and second reading.
 2. **Ordinance 03-02162021**
Amending Article V. Boards, Commissions, and Committees, Division 1 – Generally, Sec. 2-381 of the Code of Ordinances. Second reading.
 3. **Ordinance 04-02162021**
Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-430 of the Code of Ordinances. Second reading.
 4. **Ordinance 05-02162021**
Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-431 of the Code of Ordinances. Second reading.
 5. **Ordinance 06-02162021**
Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-432 of the Code of Ordinances. Second reading.
 6. **Ordinance 07-02162021**
Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-433 of the Code of Ordinances. Second reading.
 7. **Ordinance 08-02162021**

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-434 of the Code of Ordinances. Second reading.

8. Ordinance 09-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-435 of the Code of Ordinances. Second reading.

9. Ordinance 10-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-440 of the Code of Ordinances. Second reading.

VI. New Business

1. Order 20-03012021

Approving the consolidation and polling place changes as recommended by staff. Public hearing.

2. Ordinance 11-03012021

Amending Chapter 60 to correct spelling, capitalization and word placement errors. First reading.

3. Ordinance 12-03012021

Amending Chapter 60, Article XVII re-zoning a portion of Parcels PID 057-003, 057-003-001, 057-002, 057-001 on Trapp Road from Rural Residential to Agriculture/Resource Protection. First reading.

4. Ordinance 13-03012021

Amending Chapter 60, Article XVII expanding the form-based code zoning district T-4.2 Traditional Downtown Neighborhood, In the Court/Lake Street and Lake Auburn Avenue, Union, Lake, and Whitney Streets areas. First reading.

5. Ordinance 14-03012021

Amending Chapter 52 – Traffic. Public hearing and first reading.

6. Ordinance 15-03012021

Amending Chapter 24 - General Assistance. Public hearing and first reading.

7. Ordinance 16-03012021

Amending Chapter 61, Section 61-1 – Moratorium on social clubs and retail medical marijuana caregiver storefronts. First reading.

8. Ordinance 17-03012021

Amending the Code, Appendix A to include language for the Veteran Relocation and Development Incentive Program. Public hearing and first reading.

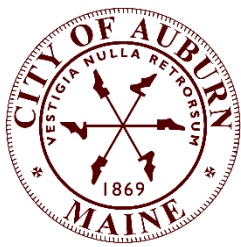
9. Order 21-03012021

Appointing Ian Campbell to the Conservation Commission with a term expiration of 6-1-2022.

10. Order 22-03012021

Appointing Riley Bergeron as full member of the Planning Board with a term expiration of 1-1-2024.

11. **Order 23-03012021**
Re-appointing Evan Cyr as full member of the Planning Board with a term expiration of 1-1-2024.
12. **Order 24-03012021**
Appointing Brian Dubois as associate member of the Planning Board with a term expiration of 1-1-2023.
13. **Order 25-03012021**
Re-appointing Raymond Fortier to the Auburn Sewer District Board of Trustees with a term expiration of 3-1-2025.
14. **Order 26-03012021**
Appointing Kevin Arel to the Auburn Water District Board of Trustees with a term expiration of 3-1-2025.
15. **Order 27-03012021**
Re-appointing Robert Cavanagh to the Auburn Water District Board of Trustees with a term expiration of 3-1-2025.
16. **Order 28-03012021**
Re-appointing Courtney McDonough to the Zoning Board of Appeals as a full member with a term expiration of 10-1-2023.
17. **Order 29-03012021**
Appointing Joseph Morin to the Zoning Board of Appeals as a full member with a term expiration of 10-1-2023.
- VII. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- VIII. **Reports (from sub-committees to Council)**
 - a. Mayor's Report
 - b. City Councilors' Reports
 - c. City Manager Report
- IX. **Executive Session**
 - Contract negotiations, pursuant to 1 M.R.S.A. Sec. 405 (6)(D)
- X. **Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Author: Sue Clements-Dallaire, City Clerk

Subject: Recycling Reform Extended Producer Responsibility (EPR) for Packaging Bill

Information: Councilors Lasagna and MacLeod requested that this item be placed on a Council workshop. They, along with Chrissy Adamowicz of the Natural Resources Council of Maine will present this item.

The program is designed to incentivize corporations to develop packaging materials that can be more easily recycled because manufacturers who use non-readily recyclable packaging will have to pay more. The proposed law would reimburse towns for the cost of recycling.

The proposed EPR for Packaging bill will be considered by lawmakers in the 130th Legislature and will be reviewed by the Environment and Natural Resources Committee.

NRCM worked with the Maine Municipal Association to draft a municipal resolution that towns can adopt to show their official support.

City Budgetary Impacts: N/A

Staff Recommended Action: Discussion

Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments:



New Recycling Law Would Reimburse Towns for the Cost of Recycling

The Maine Legislature has shown support for a type of law called Extended Producer Responsibility (EPR) for Packaging that will reduce the cost burden for Maine's municipalities and help them manage recycling programs more effectively.

When fully implemented, this proven solution is projected to save Maine taxpayers \$16-17 million annually, by shifting the responsibility onto big, multinational corporations that are responsible for introducing packaging waste into Maine's municipal recycling programs in the first place. These corporations are already paying for local recycling programs in Canada, Europe, and dozens of other countries where EPR for Packaging has been implemented.

Municipal participation in an EPR for Packaging reimbursement program will be optional. Towns can choose to be reimbursed in order to reduce tax burden on residents or continue funding their recycling programs through tax revenues.

Frequently Asked Questions about How EPR for Packaging Will Save Towns Money

How will the program get implemented?

EPR for Packaging in Maine would be implemented by a stewardship organization that is responsible for coordinating recycling improvements across the state and delivering payments to cities and towns from the big corporations paying into the program. In other countries that have successfully implemented EPR for Packaging, a stewardship organization also provides a wide range of services such as data tracking and design guidelines to help make recycling the best it can be.

How will reimbursements to towns work?

The EPR for Packaging law directs the stewardship organization to calculate reimbursement payments for the costs associated with collection, processing, and transportation of recycling, using data that towns submit for their reimbursements.

- Maine's municipalities will be grouped into "similar municipalities" based on factors that influence the cost of recycling packaging.
- Reimbursement for recycling will be distributed to similar municipalities annually and on a median per ton basis, and reimbursement for non-recyclable packaging is on a per capita basis.
- A town may be reimbursed more than its actual costs if its costs are below the median.

This reimbursement method is designed to promote efficient municipal recycling programs. It will be the stewardship organization's job to help towns figure out everything they need to know to get reimbursed, and to provide guidance on how to get the most out of the new program.

"The cost of recycling has skyrocketed... EPR for Packaging is a step in the right direction by asking producers to be part of the solution."

—The Maine Municipal Association



What will towns need to do to participate?

To get reimbursed, towns will need to collect all of the “readily recyclable” materials in their community. The EPR for Packaging law defines “readily recyclable” as materials that can be processed in Maine and have had a consistent market for the past two years. The program is designed to incentivize corporations to develop packaging materials that can be more easily recycled because the manufacturers who use non-readily recyclable packaging will have to pay more. Those funds will be used to expand recycling infrastructure in every participating Maine community.

How will towns be able to use the reimbursement funds?

Since towns have already budgeted for and expended the funds, they will be able to use the money they are reimbursed however they wish. Some towns may choose to make improvements to their recycling programs or start a composting program.

How will the law impact Maine’s local businesses?

The law was specifically crafted to exempt the majority of Maine’s businesses that provide the economic backbone to our cities and towns. It is designed to target large, multinational corporations that are responsible for our waste problems and that already pay for local recycling programs in other places around the world. For more details, see NRCM’s EPR Fact Sheet for Businesses.

How does the new law protect the price of consumer goods?

We know from regions where EPR for Packaging has been implemented that businesses can save money through design efficiencies. Since the cost to companies required to participate is fractions of a penny per container, EPR programs do not cause increased prices for consumers. Experts who deliver these programs in other regions across the world report that there is no evidence these very minimal costs are passed onto consumers through price increases.

The price of consumer goods is defined by a wide variety of factors such as geography, shifting economic markets,

and consumer behavior and sensitivity. We also know from Maine’s other product stewardship laws, like the Maine Bottle Bill, that producer responsibility programs don’t raise prices. The cost of soda in Maine is the same as it is in places that don’t benefit from a bottle deposit law.

One of the primary reasons Nova Scotia’s provincial municipal association has lobbied their legislature to adopt EPR for Packaging is because the costs of consumer goods are the same in their province as they are in neighboring Quebec, where an EPR for Packaging law was implemented in 2004.

Will EPR for Packaging be considered by the 130th Legislature?

Yes, the proposed EPR for Packaging bill will be considered by lawmakers in the 130th Legislature and will be reviewed by the Environment and Natural Resources Committee. The bill was resubmitted after receiving widespread support from Maine people and municipalities in the previous legislative session, which was cut short due to the coronavirus pandemic. For updates, you can sign up for NRCM Action Alert emails or visit NRCM’s bill tracking web page at www.nrcm.org.

Who else supports this law?

EPR for Packaging has received broad support from Maine people, municipal officials, and local businesses. Supporters included the Maine Municipal Association, Maine Resource Recovery Association, ecomaine, TOMRA, 20 municipalities representing more than 200,000 Mainers, the Environmental Priorities Coalition, and many more. The public hearing for the bill in the previous legislative session lasted eight hours and had 163 people testifying, with 73% supporting the bill.

This is just what my town needs!

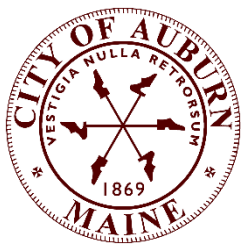
What can my town do to show support?

NRCM worked with the Maine Municipal Association to draft a municipal resolution that towns can adopt to show their official support. NRCM will deliver the resolutions to the Legislature in 2021.



Natural Resources Council of Maine

3 Wade Street • Augusta, Maine • 04330
(207) 622-3101 • www.nrcm.org



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Author: Megan Norwood, City Planner

Subject: Proposed Amendment of Section 60-34, Buildings per Lot

Information: Chapter 60 contains a provision that does not allow the construction of more than one principal building on any lot in any residential zoning district (the exception being multifamily buildings in multifamily districts). Currently, even if a homeowner has the required land area and meets their density requirements, a second unit would have to be attached or contained within a single structure. A simple edit to the language below would allow second dwelling units on many parcels in residential zones to be built in separate structures (see attached example). The only residential Zoning District that does not permit two-family dwellings is the Low-Density Country Residential District. This provision would apply in all other residential zoning districts.

Proposed ordinance language:

Sec. 60-34. - Buildings per lot.

No more than one principal building shall be erected on any lot in residential zoning districts except in the case of multifamily buildings and/or developments approved under divisions ~~9+0~~ and 11 of article IV of this chapter or secondary dwelling units where two-family homes are permitted.

City Budgetary Impacts: None immediately, but creates potential for future tax revenues with additional units.

Staff Recommended Action: Consider the proposed zoning ordinance amendment to allow secondary dwellings where two-family homes are permitted, schedule a first reading for the March 15th City Council meeting.

Previous Meetings and History: None

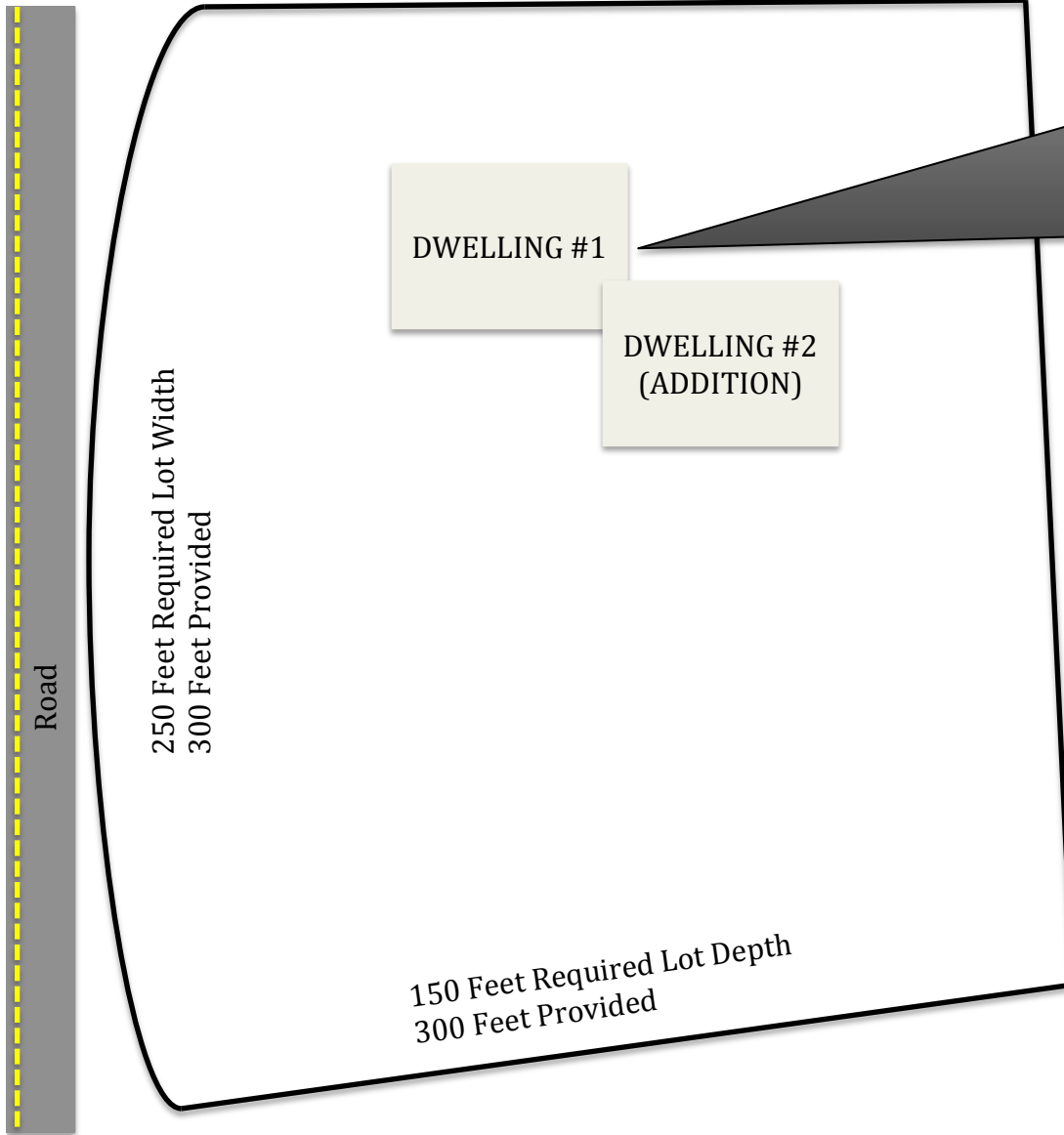
City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

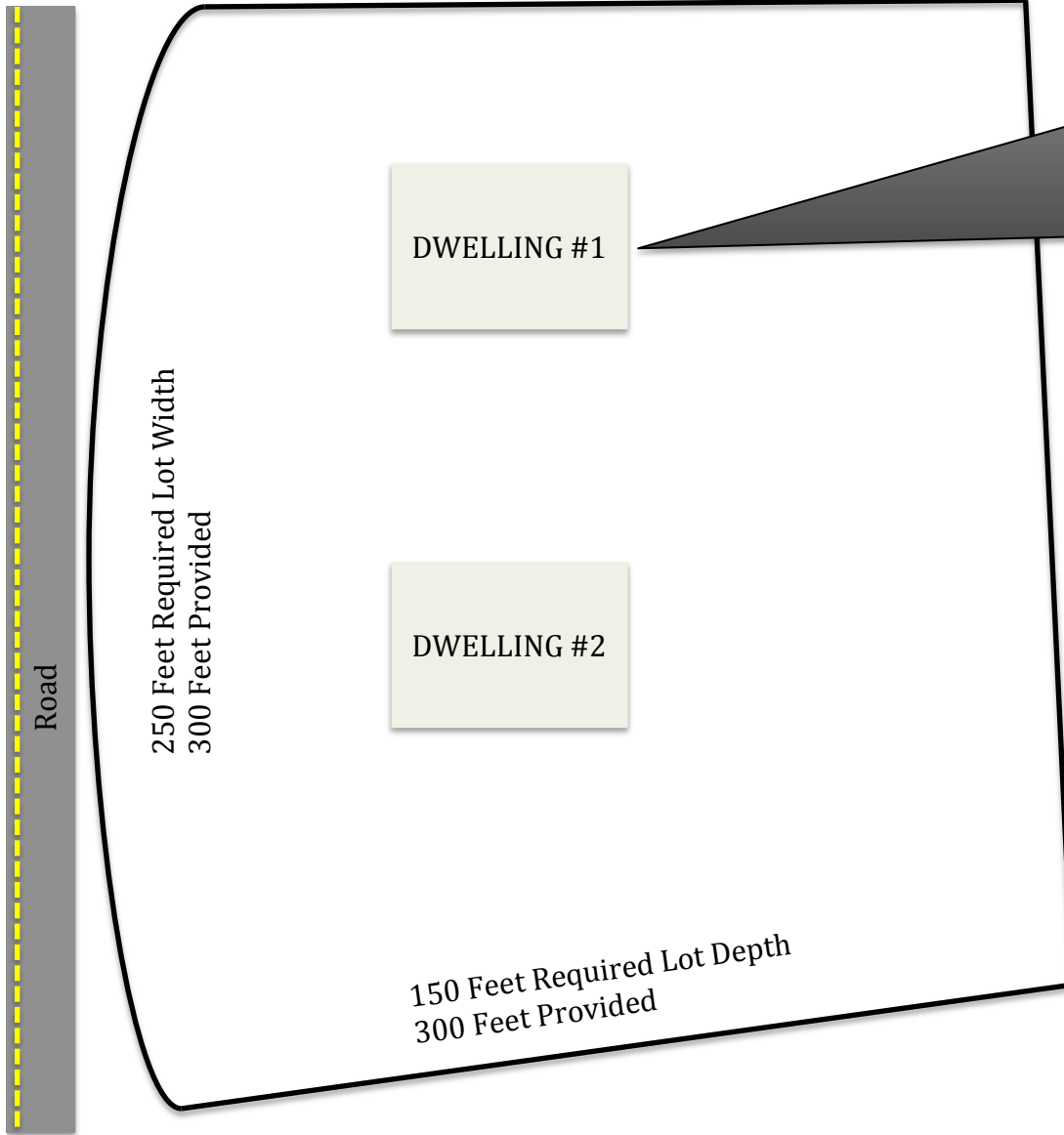
EXAMPLE: 2 ACRE LOT in RURAL RESIDENTIAL



Under the current ordinance provision, even though this resident has 2-acres of lot area, they could not have a second unit in a separate building. It would have to be constructed as an addition to the building.

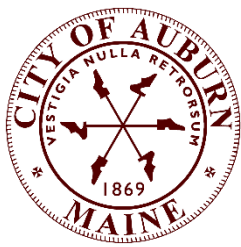
Rural Residential District permits 1-2 family dwellings, average density cannot exceed one dwelling per acre

EXAMPLE: 2 ACRE LOT in RURAL RESIDENTIAL



Under the suggested ordinance change, since this property owner has the required 2-acres of lot area, they could construct a second unit in a separate building without the requirement of it being attached.

Rural Residential District permits 1-2 family dwellings, average density cannot exceed one dwelling per acre



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Author: Rita Beaudry, Grant Manager

Subject: Coronavirus (Covid-19) Pandemic Grant Update

Information: City Manager Phil Crowell will provide an update of grant funding received by the City of Auburn with regards to the Coronavirus (Covid-19) pandemic. These grants include:

- Maine Department of Health & Human Services - "Care Act" grants (3)
- Center for Technology and Civil Life grant – Election
- Maine Department of Education Coronavirus Relief Fund - "Auburn Adventures Childcare Program" grant
- U.S. Department of Justice - "Coronavirus Emergency Supplemental Funding for Law Enforcement grant
- Catholic Charities of Maine - "Food Security Network" grant
- FEMA (Federal Emergency Management Agency) grant.

City Budgetary Impacts: None

Staff Recommended Action: Discussion

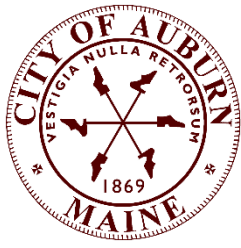
Previous Meetings and History: N/A

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Author: Sue Clements-Dallaire, City Clerk

Subject: City Spirit Equity Statement

Information:

The City Spirit equity statement development process has been designed and led by Laura Ligouri, Executive Director and Joy George, Community Engagement Coordinator of Mindbridge.

The City SPIRIT initiative started two years ago with the purpose of identifying concerns and challenges within the community and to develop solutions and actions to move the community forward.

Equity statements provide a common foundation that commits cities to the healing of inequality and discrimination and provide opportunity for equitable approaches to flourish.

Please see the attached documents for more information.

City Budgetary Impacts: N/A

Staff Recommended Action: Review the attached overview and statement.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:



Attachments:



City Spirit L/A

City of Auburn - Town Council Overview

City Spirit Mission

The City Spirit Council is a collaboration of city officials and community members committed to building awareness, leadership and solutions to community concerns regarding social justice and equity from throughout the Lewiston and Auburn communities. Most recently the City Spirit Council has been engaged in the development of an equity statement for the City of Auburn in order to provide a common foundation and commitment to the healing of inequity and provide space and opportunity for truly equitable approaches for all community members to flourish.

City Spirit History

City SPIRIT is an initiative that started two years ago with the joining of community leaders, elected officials, educators and beyond for the common purpose of identifying pressing community concerns and challenges and to then collaboratively develop solutions and actions to move our community forward.

This moment in history has empowered us to re-ignite the CitySpirit work because we believe that this challenging time is also an opportunity to reshape our own community towards one of belonging, inclusion, and equity.

The pandemic and worldwide protests force all of us to rethink how we do business and serve in the world, which is why resetting the CitySpirit table of partners is critical. Establishing an equity statement for the City of Auburn is a crucial first step in the process. Equity statements provide a common foundation that commits cities to the healing of inequality and discrimination, and provides space and opportunities for truly equitable approaches to flourish for all community members.

City Spirit Members

- Bobbi Avery - Lewiston Public Schools
- Tracey Blaisdell - Auburn Public Schools
- Mark Cayer - Mayor, City of Lewiston
- Nora Condit - Auburn Middle School Student
- Phil Crowell - City Manager, City of Auburn
- Denis D'Auteuil - City Manager, Lewiston
- Virginia Dearani - Lecturer, Education Department, University of Maine, Farmington; Auburn Resident
- Peter Elias - Family Medicine Specialist, Auburn

- James Ford - Restorative Practices Coordinator, Lewiston
- Joel Furrow - The Root Cellar, Lewiston
- Erin Guay - Healthy Androscoggin
- Ayesha Hall - Social Emotional Learning Resource Coordinator, Lewiston Public Schools
- Fatuma Hussein - Executive Director, Immigrant Resource Center of Maine, Auburn
- Jodi Hayashida - First Universalist Church of Auburn
- Mariah Kirouac - City Rights Team/Student, Edward Little High School, Auburn
- Holly Lasagna - REACH Program Manager, Healthy Androscoggin; Town Councilor Ward 1, City of Auburn
- Michelle McClellan - Assistant Superintendent, Auburn School Department
- Jason Moen - Chief of Police, Auburn Police Department
- Abdikadir Negeye - Maine Immigrant and Refugee Services, Lewiston
- Hilary North-Ellasante - Lewiston Resident
- Brian O'Malley - Chief of Police, Lewiston Police Department
- Megan Parks - Drug & Alcohol Counselor, LADC, LSW, CCS
- Joseph Phillipon - Lewiston Police Department
- Catherine Ryder - Tri-County Mental Health Services, Lewiston
- Sheila Seekins - Trinity Episcopal Church, Lewiston
- Kirsten Walker - Nutrition Center Director, St. Mary's Lewiston
- Brian Wood - Deputy City Manager, City of Auburn
- Shawn Yardley - Community Concepts, Lewiston

The City Spirit equity statement development process has been designed and led by Laura Ligouri, Executive Director and Joy George, Community Engagement Coordinator of Mindbridge. For more information on Mindbridge visit: www.mindbridgecenter.org.

City Spirit Equity Statement Development Elements (Selected) - Equity statements provide a common foundation committing cities to the healing of inequality and discrimination and provide space and opportunity for truly equitable approaches to flourish. Here core values devoted to diversity, equity and inclusion are clearly stated and defined where values are realized and made manifest through intentional action and conscious programming.

Drafting an equity statement is often a challenging process. In order to facilitate the most beneficial process possible, a multi-pronged approach was developed and included some of the following key components.

Workshops & Awareness Building - Education and training on topics related to diversity, equity and inclusion (DEI) work to ground the drafting of an equity statement in a common language and understanding. Workshop topics were selected based on the unique needs and interests of the Auburn community including topics such: implicit bias, power & privilege, poverty & trauma and community healing. (September - December, 2020)

Collaborative Drafting Process - Building from this foundation, the City Spirit Council participated in a series of Integrative writing exercises to create the building blocks of what would become

the City of Auburn Equity Statement. Participants identified (1) key values, (2) defined “equity” and (3) developed statement components from a review of City systems and community needs. (January - February, 2021)

Community Outreach - Engaging with community stakeholders and providing a means of community participation in the City Spirit process is a fundamental aspect of not just writing an equity statement, but living it's values. Community outreach was developed and implemented through three key dimensions: (1) website and social media presence, (2) a series of community conversations held in partnership with collaborative storytelling collective, The Corner (ongoing) and (3) two focus groups with participants from both Lewiston and Auburn communities. (November, 2020 - Current)

www.cityspiritla.org



City Spirit L/A

City of Auburn Values

Compassion - We demonstrate our care, concern, and respect for others through our actions.

Empathy - We strive to recognize and honor the experience, perspective, and emotions of others.

Collaboration - We build authentic unity without barriers with community members to collectively identify truths, common goals and share assets and expertise in moving forward.

Accountability - We are committed to giving an account or having the obligation to report, explain, educate or justify some thing or action. We agree to an expectation of shared power or control in our City systems and community relationships.

Diversity - We strive to acknowledge and value the diversity in our communities by welcoming the voices of ALL people from a range of different social and ethnic backgrounds, genders, sexual orientations, religions, class identities, languages, abilities, citizenship status, ages, and all other dimensions of identity.

Leadership - We act as a leader and a voice for courageous action, providing informed and authentic direction for equity in Auburn.

Service - We focus our efforts to be in service of the Auburn community where the needs of all community members are heard, valued and included within city-wide efforts.

Equity Defined

Equity is a condition where ALL cultures and identities are fully acknowledged, valued, celebrated and empowered with a goal of a community characterized by resilience, courage, joy, wellness. This is achieved when policy-making, service delivery, distribution of resources and opportunities are accessible to all, and where community members acknowledge and account for the diverse histories, challenges, and needs of the people within Auburn communities honoring our racial and ethnic identities, gender, abilities, religion, sexuality, status or other dimensions of intersectionality.

Equity Statement

The City of Auburn is committed to equity. Through intentional, continuous reflection and action, the City and our community systems - including education, employment, health care, housing, law enforcement, businesses and beyond - are dedicated to addressing and dismantling systems of inequity while working together to build resilient and accessible communities where people of all cultures and identities can thrive.

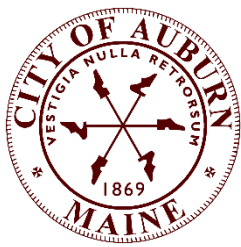
We acknowledge that without an intentional focus on equity, we will continue to perpetuate and deepen inequality, injustice and harm.

The City of Auburn recognizes that those struggling with the impacts of systemic and persistent forms of discrimination, poverty, and lack of opportunity continue to be stigmatized, marginalized and excluded from accessing institutions and quality services needed that promote health, safety and well-being.

Equity in the City of Auburn requires a steadfast commitment to one another. The cornerstone of safeguarding equal opportunity is the ability to access resources, municipal services and educational programs regardless of identity, wealth or social standing. Equity is fair and inclusive for all members of our community, ensuring that

equal opportunity exists and voices are heard and valued from those traditionally underrepresented. Here the City endeavours to create an environment where everyone is treated fairly, respectfully, and embraced, regardless of their race, ethnicity, religion, national origin, gender identity, marital or familial status, immigration status, sexual orientation, age, economic status, disability, or other individual identities expressed and experienced.

The City of Auburn has a pivotal role in achieving these goals and creating a sense of welcoming and belonging for everyone. We work together to create an equitable environment for all.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Order: 16-03012021

Author: Jason D. Moen, Chief of Police

Subject: Confirm Chief Moen's appointment of Constable Process Server, Steve Chouinard, for the Auburn Police Department without firearm/arrest powers (Private) within the City of Auburn.

Information: Chief of Police Moen requests that the Auburn City Council appoint Constable Process Server (Private) to serve documents on behalf of the Auburn Police Department without firearm/arrest powers (Private) to serve documents within the City of Auburn for 2021.

City Budgetary Impacts: N/A

Staff Recommended Action: Vote to confirm Chief Moen's appointment of Constable Process Server to serve documents on behalf of the Auburn Police Department without firearm/arrest powers (Private) within the City of Auburn for 2021.

Previous Meetings and History: January 23, 2017, February 5, 2018, January 7, 2019, February 3, 2020, December 21, 2020, February 1, 2020. Annually and periodically, requests are made for appointments and re-appointments for the next or current calendar year.

City Manager Comments:

I concur with the recommendation.

Signature:

Attachments:

- Memo from Chief Moen



Auburn Police Department

Jason D. Moen | Chief of Police

Timothy A. Cogle | Deputy Chief of Police

www.AuburnPD.com | 207.333.6650

60 Court Street | Auburn, Maine 04210

MEMORANDUM

Date: February 17, 2021

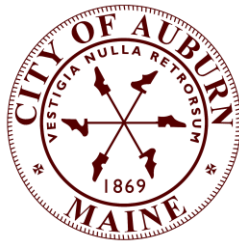
To: Honorable Mayor Jason J. Levesque and Members of the City Council

From: Jason D. Moen Chief of Police

RE: CONSTABLE 2021

We request the following named person be appointed to serve documents as Constable Process Servers on behalf of the Auburn Police Department without firearm/arrest powers (Private) within the City of Auburn for 2021:

Steve Chouinard	Private	Constable Process Server	Without Firearm	Re-appointment
-----------------	---------	--------------------------	-----------------	----------------



ORDER 16-03012021

City Council Order

IN CITY COUNCIL

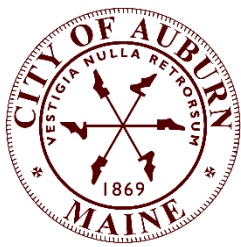
ORDERED, that the City Council hereby appoint the following named person to serve documents as Constable Process Servers (Private) on behalf of the Auburn Police Department without firearm/arrest powers (Private) within the City of Auburn for 2021. Constable Process Server (Private) are not an agent or employee of the city or entitled to hold himself/herself out as such and is not authorized to carry a firearm in the performance of his/her duties, and that his/her authority to act as a constable is limited to private employment as a process server.

Steven Chouinard Private Constable Process Server Without Firearm Re-appointment

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Order: 17-03012021

Author: Sue Clements-Dallaire, City Clerk

Subject: Scheduling the School Budget Validation Referendum Election to be held on June 8, 2021

Information:

Title M.R.S.A. 20-A, Section 2307 requires Municipalities to conduct a School Budget Validation Referendum Election each year.

The date is consistent with previous years, and there is a cost savings when holding this election at the same time as a State election which is normally the second Tuesday in June. It also results in better voter turnout.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage of this order.

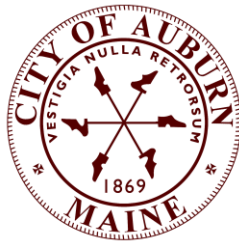
Previous Meetings and History: N/A

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Order 17-03012021



ORDER 17-03012021

City Council Order

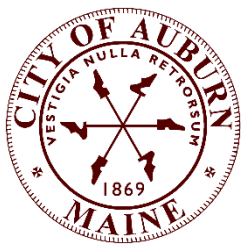
IN CITY COUNCIL

ORDERED, that the City Council hereby sets the date to hold the School Budget Validation Referendum Election for Tuesday, June 8, 2021.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Order: 18-03012021

Author: Sue Clements-Dallaire, City Clerk

Subject: Confirming the Democratic nominations to the Registration Appeals Board

Information:

Municipalities with a population of 5,000 or more must have a Registration Appeals Board to hear appeals of persons aggrieved by a decision of the Registrar of Voters.

The board consists of 3 members. Each of the major political parties shall nominate one member who must be enrolled in the party that nominated them, as well as an alternate member and the municipal officers must appoint the persons nominated by the political parties. These are 3-year terms.

The chair of the board is nominated by the municipal clerk and shall serve a 4-year term. The vacancy is currently posted on our website and once a nomination is made, it will be brought before the Council for a vote.

The Democratic party has nominated Robert Cavanagh as full member with Renee Cote as alternate.

The Republican nominations have not been submitted yet. When they do, this will come back to the Council for a vote.

City Budgetary Impacts: None

Staff Recommended Action: Passage of the order

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Title 21-A Section 103

§103. Registration appeals board

In a city or town that has a population of 5,000 or more, if a person is aggrieved by the decision of the registrar of voters to cancel that person's registration in the central voter registration system or to reject that person's voter registration application, that person may appeal in writing to the registration appeals board. The appeal must be filed within 30 days after receipt of notice of the registrar's decision. [PL 2019, c. 371, §4 (AMD).]

1. Population of 5,000 or over. The registration appeals board consists of 3 members who must be appointed as follows: The municipal committee of each of the major political parties shall nominate one member, who must be enrolled in the party of the municipal committee that nominates the member, and the municipal officers shall appoint the persons nominated by the municipal committees and the 3rd member must be nominated by the clerk of the municipality and appointed by the municipal officers. The clerk of the municipality may give the municipal committees of the political parties a list of qualifications necessary for a person to fulfill the duties of the registration appeals board, and the municipal committees shall take those qualifications into consideration when nominating members to the board. The 2 members of the board nominated by the municipal committees of the major political parties may be members of the municipal committee nominating them and of the county or state committees of the political party that nominates them and may be members of a state or county delegation to a political convention. When a municipal committee nominates a member to the registration appeals board, it shall also nominate an alternate board member, who serves if the member nominated by the municipal committee is or becomes unable to serve. The municipal clerk may not serve as a member or alternate member of the registration appeals board. [PL 1997, c. 436, §19 (AMD).]

2. Population of 4,000 to 5,000.
[PL 1999, c. 426, §4 (RP).]

3. Term of office. Each member nominated by the municipal committees of the major political parties and appointed to the board shall serve for 3 years and until the member's successor is appointed and sworn. The member nominated by the clerk of the municipality and appointed to the board shall serve for 4 years and until that member's successor is appointed and sworn. [PL 1995, c. 459, §8 (AMD).]

4. Chair of the board. The member nominated by the clerk of the municipality is chair of the board. [RR 2019, c. 2, Pt. B, §35 (COR).]

5. Vacancy. When there is a vacancy on the board, the alternate board member nominated by the municipal committee of the political party of the former incumbent shall serve. If an alternate is not available, the municipal officers shall appoint a qualified person nominated by the municipal committee of the party of the former incumbent to fill the vacancy. If the vacancy is in the office of the chair of the board, the municipal officers shall appoint a qualified person nominated by the clerk of the municipality to fill the vacancy. Vacancies must be filled for the remainder of the term of office. [PL 1991, c. 466, §2 (AMD).]

6. Appeal hearing. Upon receipt of a complaint by a person aggrieved by the decision of the registrar, the chair of the registration appeals board shall immediately fix a time and place for the board to meet for a prompt hearing. The voter must be given written notice of the hearing at least 20 days in advance and must have the opportunity to testify and to present witnesses and other evidence at the hearing. The hearing is de novo. After hearing, the board may affirm, modify or reverse the decision of the registrar of voters. The board shall issue the decision to the voter in writing and shall provide information on how the voter may appeal the decision. The aggrieved person may appeal the decision of the board to the Superior Court in accordance with Rule 80B of the Rules of Civil Procedure. [PL 2009, c. 253, §9 (AMD).]

7. Actions of the registration appeals board. A registration appeals board may only act by unanimous or majority action.

[PL 1995, c. 459, §10 (RPR).]

8. Removal from office. A member of the board may be removed from office at any time during the member's term by the appointing authority if the appropriate nominating authority nominates a replacement. Any replacement member shall serve out the remainder of the replaced member's term.

[PL 1995, c. 459, §11 (AMD).]

SECTION HISTORY

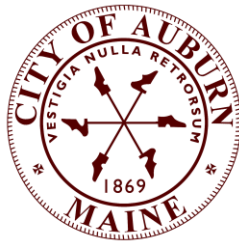
PL 1985, c. 161, §6 (NEW). PL 1985, c. 614, §4 (AMD). PL 1991, c. 466, §§2,3 (AMD). PL 1991, c. 862, §§1,2 (AMD). PL 1995, c. 56, §§1,2 (AMD). PL 1995, c. 56, §3 (AFF). PL 1995, c. 459, §§4-11 (AMD). PL 1997, c. 436, §19 (AMD). PL 1999, c. 426, §§4,5 (AMD). PL 2005, c. 453, §9 (AMD). PL 2007, c. 455, §4 (AMD). PL 2009, c. 253, §9 (AMD). PL 2019, c. 371, §4 (AMD). RR 2019, c. 2, Pt. B, §35 (COR).

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the Second Regular Session of the 129th Maine Legislature and is current through October 1, 2020. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.



ORDER 18-03012021

City Council Order

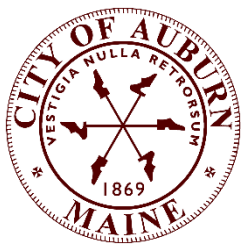
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Robert Cavanagh to serve as full member, and Renee Cote to serve as alternate member of the Registration Appeals Board for a three-year term as nominated by the Democratic Party.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Order: 19-03012021

Author: Sue Clements-Dallaire, City Clerk

Subject: Ethics Committee Appointments

Information: The Ordinance states that two regular voting members and one alternate member of the Ethics Committee are appointed by the Mayor and confirmed by the City Council and one regular voting member and one alternate is appointed by the School Committee Chair and confirmed by the School Committee.

Leonard Kimble was appointed by the Mayor in November of 2019 with a term expiration of 11-1-2020. He has applied to serve another term and the Mayor is re-appointing him as a regular voting member with a term expiration of 11-1-2023.

City Budgetary Impacts: None

Staff Recommended Action: Confirm the Mayor's re-appointment of Leonard Kimble to the Ethics Committee.

Previous Meetings and History: N/A

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Monday, January 25, 2021 11:42 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 1/25/2021

First Name: Leonard

Middle Initial:

Last Name: Kimble

Residence Address: 63 Olive St

Ward: Ward 5

City: Auburn

Home Phone: 2077832420

Cell Phone: 2076159729

E-mail Address: leonard@lkimble.net

Current Occupation: IT Director

Previous Occupation (if retired or no longer working):

Education and/or experience: Resume attachment email to Susan Clements-Dallaire

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Ethics Panel

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I can listen to issues in an impartial manner.

What do you hope to accomplish?: I can bring a calm, pragmatic voice to issues.

Are you presently serving on a City or Community Board or Committee? If so, which one(s): Ethics Panel (renewal)

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Ethics, Community Development Loan Committee

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Leonard Kimble

Date of Electronic Signature: 1/25/2021

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-615-9729

leonard@lkimble.net

SUMMARY OF SKILLS: MCSE with twenty-one years of experience in technology consulting, project management, IT management, network and systems administration and end-user client support. Excellent customer service, leadership and communication skills.

AREAS OF EXPERTISE

Staff Management; Team Building; IT Project Management; Network Support Operations; Helpdesk Management; Asset Management; Vendor Management; Vendor, Hardware and Technology Risk Assessments; Technology and Vulnerability Audits; Sonicwall and Cisco ASA Firewalls, Cisco Meraki Wireless Networking

EDUCATION and CERTIFICATIONS

Kennebec Leadership Institute

Microsoft Certified Systems Engineer (MCSE)

Massachusetts Institute of Technology

Leadership Development, Class of 2016

Windows Server 2003, Windows Server 2000

RELEVANT EXPERIENCE

Pine Tree Legal Assistance

Portland, ME

November 2018 – Present

Information Technology Director

- Maintain technology systems that support the work of legal aid staff and volunteers in 15 locations around Maine
- Managing, upgrading and monitoring all network devices
- Managing vendor and contractor relationships
- Training and supporting local staff and volunteers

Kennebec Savings Bank

Augusta, ME

April 2013 – August 2018

Information Technology Manager

- Responsible for the daily management of the Information Technology Department and supporting the Bank's network and mainframe computer operations
- Manage and supervise the technology staff of varying technical levels, conducting performance reviews
- Successfully project managed the IT team through a project to build a new Electronic Banking and Loan Center in Freeport, ME, which incorporated a new profitable line of business for the Bank and was instrumental in bringing the Bank to a milestone of \$1B in assets.
- Completed project to research and deploy new service desk ticketing solution for the Bank to track troubleshooting issues, IT projects, and hardware and software assets, that developed IT efficiencies
- Manage project to document business processes for the IT Department, periodically reviewing and updating policies and procedures.
- Lead and review work product for technology and vulnerability audits.
- Project manage and oversee technology infrastructure projects, hardware and software deployments and upgrades, and network support operations.
- Perform Risk Assessments for Vendors, Hardware and Technologies
- Participate in Information Security analysis and remediation
- Monitor and maintain the overall architecture of the Bank's technology infrastructure

Brann & Isaacson, LLP

Lewiston, ME

December 2010 – April 2013

IT Administrator

- Responsible for the stable operation, maintenance, installation, security, and growth of the law firm's 45-user computer network, servers and related software
- Research, test, and evaluate solutions to hardware and software issues
- Managed project to implement new server and software to support E-Discovery litigation business

- Maintain equipment and software inventory using Spiceworks help desk and IT management application
- Manage relationships with IT consulting firms and vendors
- Completed backup and disaster recovery project using Dell AppAssure, server virtualization using VMware, workstation replacement, and network infrastructure improvements
- Researched and implemented mobile device and laptop encryption policy
- Successfully completed project to replaced wireless access points with a secure dual-network using cloud-controlled Meraki solution

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

Reliable Networks of Maine, LLC

Portland, ME

January 2004 – November 2010

Senior Network Engineer/Information Technology Consultant

- Provided technology consulting for small and medium-sized companies nationwide
- Performed proactive after-hours network and server maintenance
- Performed network infrastructure and server migrations
- Diagnosed workstation, server and network issues for clients
- Recommended technology and products suited for each client's business needs
- Designed and built VMware virtual networks and servers

Sappi Fine Paper

South Portland, ME

August 2003 – January 2004

Service Desk Analyst (contract work via Manpower Professional Staffing)

- Provide 1st level phone support for all end-user requests and service calls
- Responsibilities included user account management (for Active Directory, SAP and other systems), remote administration and diagnosis of desktop systems, and technical direction for co-workers and end-users

Ship Right Solutions

Westbrook, ME

June 2003 – July 2003

IT Consultant (contract work via Bonney Staffing)

- Purchased and installed new Windows 2000 server, while upgrading Windows NT domain to Windows 2000 Active Directory
- Performed maintenance and hardware and software upgrades on all workstations and servers
- Recommended and implemented best security practices, network policies, and hardware and software purchases for both the present and future considerations

The Charlton Group

Natick, MA

April 2000 - January 2003

Network Specialist

- Managed several small clients, providing consultation, support, and training
- Project lead for deployment of desktops at the corporate office of a large defense contractor
- Performed in-place upgrades of Microsoft Exchange 5.5 to Exchange 2000 and Windows NT Server 4.0 to Windows 2000 Server with Active Directory
- Provided LAN administration, 2nd tier help desk support and technical supervision of clients' staff
- Provided desktop and server support and end-user training for a variety of different clients
- Created technical documents for information systems staff and end-users
- Installed and configured Sonicwall firewalls for small to medium sized companies

Massachusetts Institute of Technology

Cambridge, MA

May 1997 - March 2000

Network Consultant/Systems Administrator

- Primary Systems Administrator for several departments consisting of 5 Windows NT servers and 300 users in heterogeneous environments across campus
- Provided 2nd tier NT support to LAN administrators and 2nd tier support for corporate help desk
- Completed needs assessments with network capacity forecasting and several large desktop roll-outs

- Coordinated development of desktop images for Macintoshes and PCs
- Interviewed potential employees, trained incoming staff on network operating systems and customer service practices

ORGANIZATIONS and AFFILIATIONS

Theater at Monmouth, Board of Directors

Auburn-Lewiston YMCA

Androscoggin Chamber of Commerce

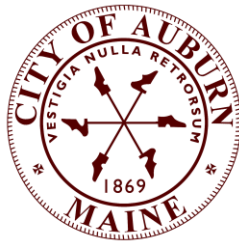
Theta Xi National Fraternity

Kennebec Valley Chamber of Commerce

Auburn Suburban Baseball & Softball, Board of Directors

Business Networking International (BNI)

Young Professionals of Lewiston-Auburn Area (YPLAA)



ORDER 19-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby confirms Mayor Levesque's re-appoints Leonard Kimble as a regular voting member to the Ethics Committee with a term expiration of November 1, 2023.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager

Mayor Levesque called the meeting to order at 7:02 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. A moment of silence was held in memory of Dr. Bernard Lown who recently passed away.

All Councilors were present.

- I. Consent Items** - All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

1. Order 13-02162021*

Re-appointing Susan Clements-Dallaire as Registrar of Voters with a term expiration of December 31, 2022.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage of the one consent item.

Passage 7-0.

II. Minutes – February 1, 2021 Regular Council Meeting

Motion was made by Councilor Carrier and seconded by Councilor Walker to approve the minutes of the February 1, 2021 Regular Council meeting.

Passage 7-0.

III. Communications, Presentations and Recognitions

- CDBG Annual Report Presentation – Zachary Lenhart
- Council Communications (about and to the community)

Councilor Walker – provided an update on the Valentine's Day spaghetti dinner, and he thanked all involved.

IV. Open Session – No one from the public spoke.

V. Unfinished Business

1. Ordinance 01-02012021

Amending the zoning map adjusting the boundary to remove the parcel at 186 Main Street from the T.4.2 Form Based District and include the parcel in the T.5.1 Form Based Code District. Public hearing and second reading.

Motion was made by Councilor Walker and seconded by Councilor Carrier for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

VI. New Business

1. Order 14-02162021

Adopting the Community Development Block Grant's (CDBG) Consolidated Annual Performance & Evaluation Report (CAPER).

Motion was made by Councilor Gerry and seconded by Councilor Walker for passage.

Public comment – no one from the public spoke.

Passage 7-0.

2. Ordinance 03-02162021

Amending Article V. Boards, Commissions, and Committees, Division 1 – Generally, Sec. 2-381 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Gerry and seconded by Councilor Carrier for passage.

Public hearing – no one from the public spoke.

Motion was made by Councilor Boss and seconded by Councilor Gerry to amend the language in the last sentence as noted below.

Be it ordained, that the City Council hereby amends Article V. Boards, Commissions, and Committees, Division 1 – Generally, Sec. 2-381 as follows:

Sec. 2-381. - Established.

The city has such boards, commissions, committees, agencies, and other subunits of its governing authority as are established from time to time by the city Charter or the city council. The school committee is established in the city Charter, and information regarding other city boards, commissions, committees, agencies, and similar bodies is available in this article and on the city's official website. The council has created advisory boards to provide oversight and facilitate communication between the various boards, commissions, and committees as well as the elected officials.

Passage of the amendment 6-0 (Councilor Walker was not in the room for the vote).

Passage of Ordinance 03-02162021 as amended 7-0. A roll call vote was taken.

3. Ordinance 04-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-430 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage.

Public hearing – no one from the public spoke

Passage 7-0. A roll call vote was taken.

4. Ordinance 05-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-431 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Walker and seconded by Councilor MacLeod for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

5. Ordinance 06-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-432 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Walker and seconded by Councilor Carrier for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

6. Ordinance 07-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-433 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Walker and seconded by Councilor Carrier for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

7. Ordinance 08-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-434 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Walker and seconded by Councilor Lasagna for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

8. Ordinance 09-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-435 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Walker and seconded by Councilor Carrier for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

9. Ordinance 10-02162021

Amending Article V. Boards, Commissions, and Committees, Division 2 – Generally, Sec. 2-440 of the Code of Ordinances. Public hearing and first reading.

Motion was made by Councilor Walker and seconded by Councilor Carrier for passage.

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

10. Order 15-02162021

Approving the formation of an ad hoc committee to evaluate and recommend changes to the city ordinance as it pertains to permitting and fees.

Motion was made by Councilor Walker and seconded by Councilor Milks for passage.

Public comment-no one from the public spoke.

Passage 7-0.

VII. Open Session – no one from the public spoke.

VIII. Reports (from sub-committees to Council)

Mayor Levesque – reported that he has been in communication with staff and has reached out to non-profit organizations that have goals offering different opportunities for youth in regards to recreation and how these programs can help people with disabilities and low to moderate incomes.

Councilor Boss – provided an update on the Auburn Public Library services.

Councilor MacLeod – provided an update on The Lewiston Auburn Transit Committee (LATC) meeting, Great Falls TV meeting, ELHS building committee, and the Comp Plan sub committee meeting.

Councilor Milks – reported on the Sewer District meeting held earlier today and noted that the Water District will be meeting tomorrow.

Councilor Walker – requested time during an upcoming workshop for the Age Friendly Committee to provide an update. He also provided information on the Walk in the Park event scheduled for March 30th. The United New Auburn Association will be meeting next Tuesday night at 6:00 p.m. at Rolly's Diner where they will discuss the event.

Councilor Carrier – provided an update on the School Committee meeting.

Manager Crowell – provided an update on the Solar Energy project update, the temporary closing of the Tax Office due to several staff members testing positive to Covid-19, and the search for a vaccination site. He also provided the Council with some upcoming agenda items.

Jill Eastman, Finance Director – January 2021 Final Monthly Report

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to accept and place on file the January 2021 final monthly finance report.

Passage 7-0.

IX. Executive Session - Economic development, pursuant to 1 M.R.S.A. Sec. 405 (6) (C).

Motion was made by Councilor Milks and seconded by Councilor Walker to enter into executive session.

Passage 7-0. Time in 8:05 PM.

Council was declared out of executive session at 8:09 PM.

X. Adjournment

Motion was made by Councilor Milks and seconded by Councilor Walker to adjourn.
Unanimously approved, adjourned at 8:09 PM.

A TRUE COPY

ATTEST



Susan Clements-Dallaire, City Clerk

From: [Liz Allen](#)
To: [Belinda Gerry](#); [Brian Carrier \(Council\)](#); [Holly Lasagna \(Council\)](#); [Jason Levesque \(Council\)](#); [Katherine Boss \(Council\)](#); [Leroy Walker \(Council\)](#); [Steve Milks \(Council\)](#); [Tim Macleod \(Council\)](#)
Cc: [Phil Crowell](#); [Brian Wood](#); [Susan Clements-Dallaire](#)
Subject: FW: Clearing curb cuts and walkways ... now removal
Date: Tuesday, February 16, 2021 12:54:31 PM

Mayor & Council –

We received the following public comment in advance of your meeting this evening.

Thanks,
~Liz

From: wes warren <wesley.warren55@gmail.com>
Sent: Tuesday, February 16, 2021 12:44 PM
To: Comments <comments@auburnmaine.gov>
Subject: Clearing curb cuts and walkways ... now removal

Wesley P. Warren, D.Sc. h.a
110 Ash Street Apt. 3
Lewiston, ME 04240
(207) 275-9490

City of Auburn
Auburn City Council
60 Court Street
Auburn, Maine 04210

February 16, 2021

Council Members:

On or about the week of February 8th, 2021, I called Auburn Public Works about the need to clear specific walkways and curb cuts, to no avail. Now I am writing to request that the way be cleared. This is a reasonable accommodation so that I can get my wheelchair both down and across the street safely (safer). It makes no sense to abide by the ADA requirements for crossing signals and to provide walkway with sufficient width only to have these totally obstructed for days and weeks on end after a snowstorm.

Apparently, the person whom I spoke with believes or is somehow under the assumption that clearing these areas and surfaces are not necessary to be cleared and as such will not be cleared (even when a reasonable time has elapsed since any such storm).

Being out and about in a wheelchair in and of itself has its own hazards. This hazard is compounded significantly when one is forced to drive in the street designed for the use of automobiles because

sidewalks and curb cuts are not cleared.

The areas in question are:

- The curb cuts on Mt. Auburn Ave. (North Side and South Side as the crosswalk crosses to and from the Walmart parking access road and the access road to the Home Depot/ Hobby Lobby entrance.
- The lone sidewalk on the south side of Mt. Auburn Ave. from the Walmart access road to the entrance of the BJ's Parking lot.

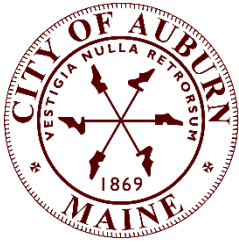
As it happens, I needed to go out on Monday February 15, 2021. As I worked my way through my tasks that day, I had discovered no attempt was made to clear the curb cuts or to clear the sidewalk. This after more than seven days following a smaller snowstorm. I write this now in the morning following a snowstorm... What will the walkways and curb cuts look like when I go about my business next week? I wonder...

What does it really cost? What if I should be hit by a car (I have already had some close calls.) The cost to repair or replace my wheelchair could cost 10's of thousands of dollars, not to mention the medical cost and other cost not known. So, I ask again, what does it really cost? Will only my death cause someone to respond in an acceptable manner.

Refusal to make reasonable accommodations is not a response, or at least not an appropriate one.

Respectfully,

Wesley P. Warren, D.Sc.h.a.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 02-02012021

Author: Megan Norwood, City Planner and Eric Cousens, Director of Planning and Permitting

Subject: Form-Based Code Expansion – New Auburn Area

Information: At the October 5th meeting City Council directed the Planning Board to make a recommendation on whether the City should expand the Form-Based Code (“FBC”) to several predominantly residential areas surrounding the City’s urban core. Due to the number of parcels involved and COVID-19 related limitations, staff chose to split up the neighborhoods being considered into three separate public hearings. At the January 12th meeting the Planning Board reviewed the Multifamily Urban District in the New Auburn neighborhood consisting of the streets from Riverside Drive to Ninth Street and portions of Broad and South Main Street. As a result of the public hearing the Planning Board has made the following recommendation:

- Expand the T-4.2 Traditional Downtown Neighborhood, to replace the current zoning in the Multifamily Urban District in the New Auburn neighborhood consisting of the streets from Riverside Drive to Ninth Street and portions of Broad and South Main Street.

City Budgetary Impacts: None.

Staff Recommended Action: Consider the zoning ordinance changes recommended by the Planning Board, conduct the public hearing and second reading.

Previous Meetings and History: October 5, 2020 – City Council Workshop, November 10, 2020 – Planning Board Meeting, December 8, 2020 – Planning Board Meeting, January 12, 2021 – Planning Board Meeting, January 19, 2021 – City Council Workshop, February 1, 2021 – City Council First Reading.

City Manager Comments:

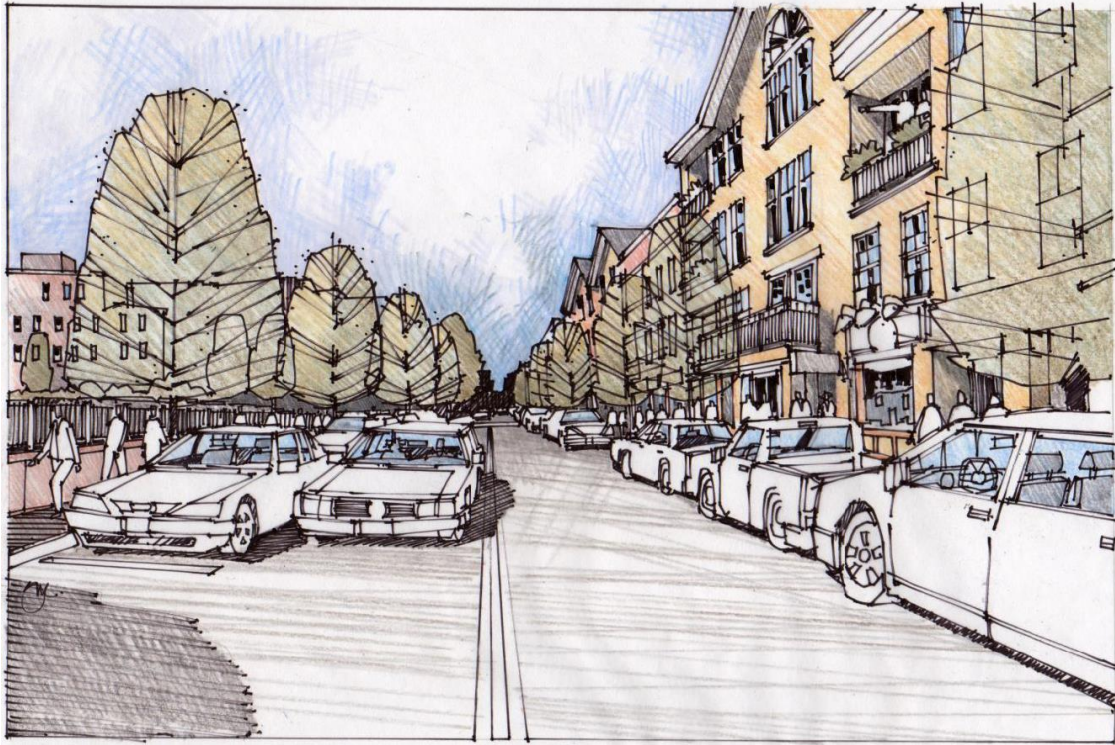
Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Map showing area proposed to be rezoned, T-4.2 Form-Based Code Ordinance.

Sec. 60.549. - Traditional Downtown Neighborhood T-4.2.

Illustrative View of T-4.2 (Spring Street)



**Intent and Purpose:
Traditional Downtown Neighborhood (T-4.2)**

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.

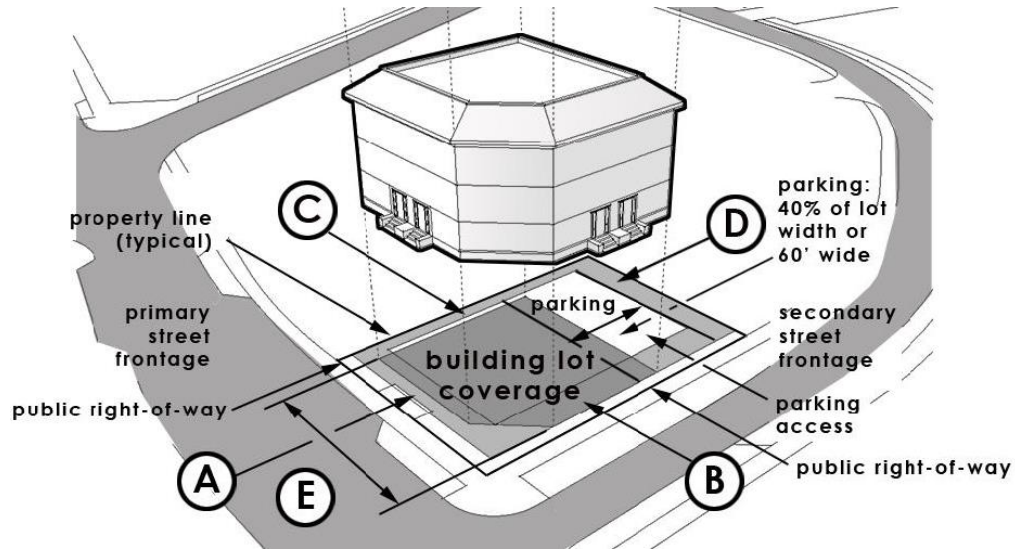


Characteristic Features

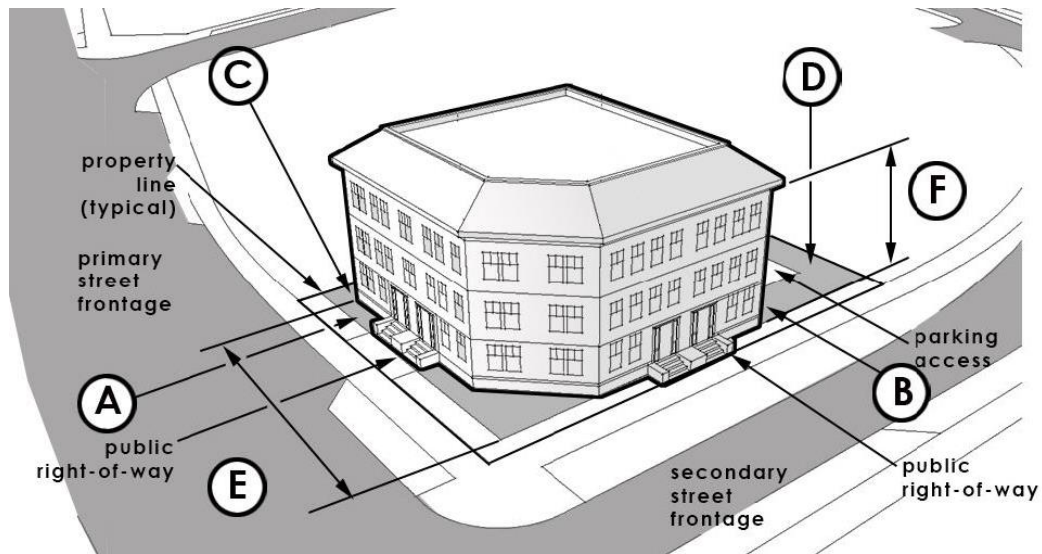
- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-549.1. - Building placement and configuration T-4.2.



Elevated Building Placement

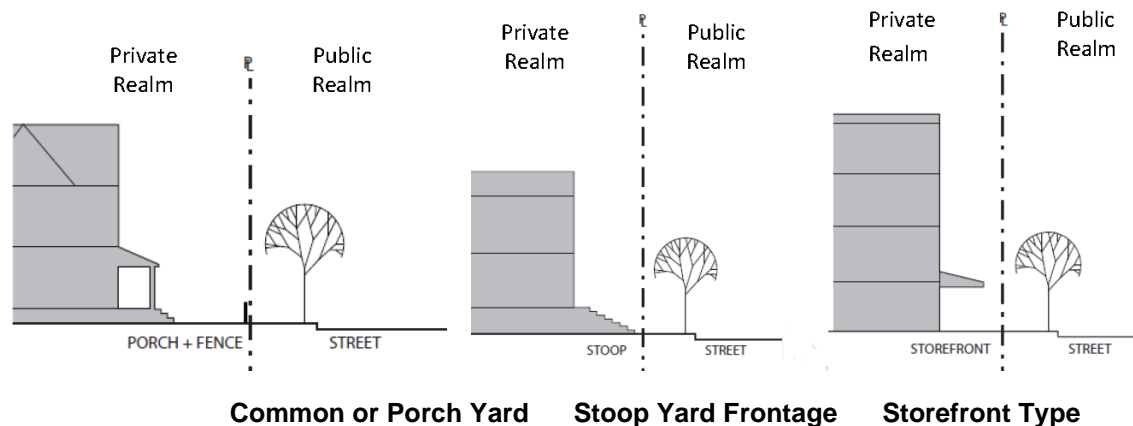


Building Placement on Lot

PRINCIPAL BUILDING PLACEMENT:		
Front Setback, Principal:	5 ft. Min/, 15 ft. Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft. Min., 15 ft. Max.	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	70% Max.	
Useable Open Space:	10% Min.	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max.	
PRINCIPAL BUILDING CONFIGURATION:		
Building Width:	14 ft. Min., 110 ft. Max.	(E)
Building Height Minimum:	1 Story Min.	(F)
Building Height Maximum:	3 Story Max.	(F) (excluding attic story)

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60.549.2. - Building frontages T-4.2.



BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard, Stoop and Storefront
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.

Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.
-----------------------	--

(Ord. No. 04-03072016, 5-16-2016)

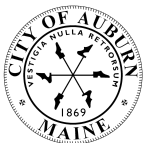
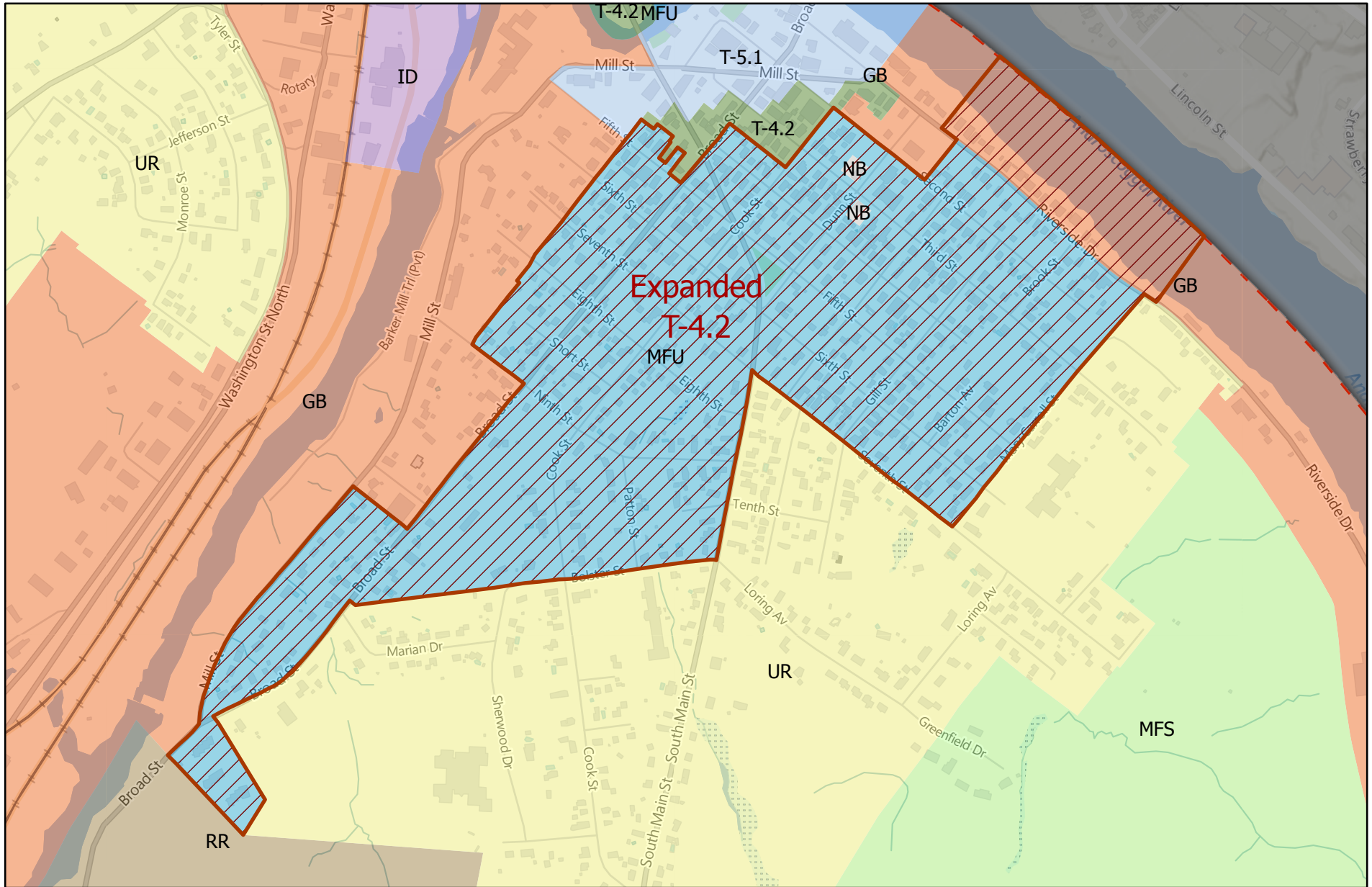
Sec. 60-549.3. - External elements T-4.2.

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft. maximum. Front Setback, Secondary Frontage 5 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.

Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right-of-way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

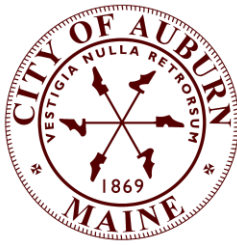
(Ord. No. 04-03072016, 5-16-2016)

Expand T-4.2 in New Auburn Area



60 Court St
Auburn, ME 04210
www.auburnmaine.gov

- | | | |
|----------------------------|-------------------------------------|---|
| Proposed Change Area | ID - Industrial | RR - Rural Residential |
| Current Zoning | MFS - Multi-Family Suburban | UR - Urban Residential |
| GB - General Business | MFU - Multi-Family Urban | T-4.2 - Traditional Downtown Neighborhood |
| NB - Neighborhood Business | T-5.1 - Downtown Traditional Center | |



City Council Ordinance

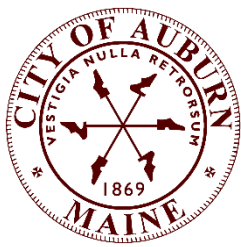
IN CITY COUNCIL

Be it ordained, That the Auburn City Council expand the T-4.2 Traditional Downtown Neighborhood, to replace the current zoning in the Multifamily Urban District in the New Auburn neighborhood consisting of the streets from Riverside Drive to Ninth Street and portions of Broad and South Main Street as shown on the attached map.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinances: 03-02162021 through 10-02162021

Author: Sue Clements-Dallaire, City Clerk

Subject: Ordinance Review Process

Information: The Auburn Charter sec. 2.8 states "the city council shall provide for the review of the city's charter and ordinances in their entirety at least once every 15 years". Council recently completed the review of the City Charter and will now begin to review the City Ordinances.

Several workshops have been held.

City Budgetary Impacts: None

Staff Recommended Action: public hearing and first reading on Article V. Boards Commissions and Committees, Div. 1 Sec. 2-381 and Div. 2 Sections 2.430 - 435 and 440.

Previous Meetings and History:

Charter review discussions October 5, October 26, November 9, November 30. Ordinance review began at the 1/19/2021 Council meeting and continued at the 1/25/2021 and 2/1/2021 Council Workshops. A public hearing and passage of ordinances 03-02162021 through 10-02162021 was held at the City Council meeting on 2-16-2021.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



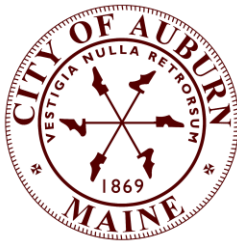
City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amends Article V. Boards, Commissions, and Committees, Division 1 – Generally, Sec. 2-381 as follows:

Sec. 2-381. - Established.

The city has such boards, commissions, committees, agencies, and other subunits of its governing authority as are established from time to time by the city Charter or the city council. The school committee is established in the city Charter, and information regarding other city boards, commissions, committees, agencies, and similar bodies is available in this article and on the city's official website. The council has created advisory boards to ~~provide oversight and~~ facilitate communication between the various boards, commissions, and committees as well as the elected officials.



City Council Ordinance

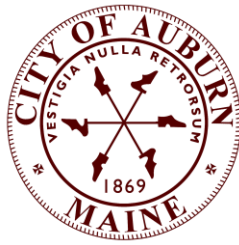
IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 430.

Sec. 2-430. - Membership; ~~compensation of members~~responsibility.

A board of ~~assessment regulatory advisory review~~ shall be appointed by the city council, consisting of ~~five~~seven members, to serve without compensation. ~~The city council shall also appoint three alternate members.~~

The purpose of the regulatory advisory board is to perform the responsibilities of the Board of Assessment Review, Board of Appeals, and all other regulatory review functions as directed by the city council. The board shall develop such rules to govern its meetings (to include meetings dates and times) and operations as it deems advisable.



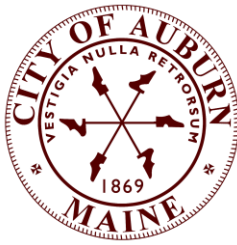
City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2-431.

Sec. 2-431. - Term of members.

The initial terms of office of the members of the ~~regulatory advisory~~ board ~~of assessment review~~ shall be staggered terms. The city council shall annually appoint one member to serve on the board for a ~~five~~three-year term. ~~The initial terms of the alternate members of the board shall be staggered.~~ Their successors shall be appointed for ~~five~~three-year terms.



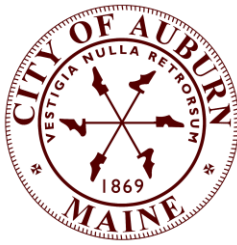
City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 432.

Sec. 2-432. — Assessment Review Appeals procedure.

When written application is made by a taxpayer for a review of a refusal by the tax assessor to grant a request for an abatement, the board of assessment review shall, within 14 days of the receipt of such request, set a date for hearing, of which the applicant shall receive at least seven days' written notice. In its conduct of the hearing the board shall act as an impartial panel to receive evidence from the appellant and the assessor, advocating for neither party in rendering a decision. The board shall conform that decision to all applicable statutes. At such hearing, the applicant shall have the right to be heard in person, to present witnesses, to examine the tax assessor and any witnesses presented by him, and to be represented by counsel. Upon the evidence presented, the board shall determine whether or not the applicant was over-assessed and may grant such reasonable abatement of his assessment as it determines to be proper. The board shall give notice to the applicant of its decision and of the reasons therefor at the hearing or within a reasonable time thereafter.



City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 433.

Sec. 2-433. - Quorum.

The regulatory board ~~of assessment review~~ shall take no official action unless at least three members are present; provided, however, that a lesser number may adjourn the proceedings to a later time. When a regular member of the board is unable to participate in an appeal, the chair shall designate one of the alternate members to replace him.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



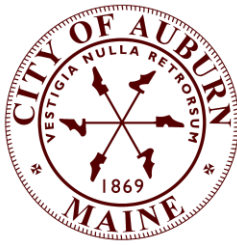
City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 434.

Sec. 2-434. - Rules and regulations for conduct of hearings.

The ~~regulatory~~ board ~~of assessment review~~ may establish such rules and regulations governing the conduct of hearings before it as it may deem necessary consistent with this Code and with state law.



City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 435.

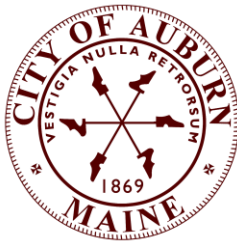
Sec. 2-435. - Legal counsel.

The regulatory board ~~of assessment review~~ may have legal counsel present during any appeal hearing to advise on points of law and to assist the board in drafting its final decision.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDINANCE 10-02162021

City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council hereby amend the code of ordinances Article V. Boards, Commissions and Committees, Division 2, Sec. 2- 440.

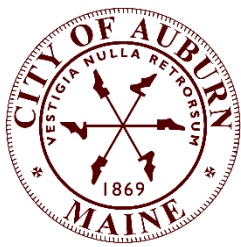
Sec. 2-440. – Board of Appeals Review

See procedures as outlined in Article XV Board of Appeals

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Order: 20-03012021

Author: Sue Clements-Dallaire, City Clerk

Subject: Consolidation of Auburn Polling Locations

Information: Council approved the consolidation of polling locations for the November 3, 2020 General Election going from 5 to 3 locations. Wards 1 & 2 voted at the Auburn Senior Community Center, Wards 3 & 4 voted at Auburn Hall, and Ward 5 voted at the Boy's & Girl's Club. The election was successful, there was ample parking, voter traffic flowed smoothly at each location and Clerk staff did not receive any complaints. In fact, we received several positive comments on the polling locations and set up at each.

Things to consider when looking at polling locations are adequate size to accommodate booths and equipment, adequate traffic flow, must be accessible and meet ADA requirements, ample parking, including accessible parking, passenger drop off areas, elevators, sidewalks, walkways, hallways & corridors, building entrances and exits, and public transportation to the polling location. Each location met the criteria.

Consolidating to these locations takes elections out of our schools, reduces the number of election workers needed to staff 5 polling locations, and allows Clerk staff to better manage each location.

State law requires a public hearing and municipal approval at least 90 days prior to the election in order to consolidate voting places. After a public hearing and vote of the Council, it will still require approval from the Secretary of State's Office.

City Budgetary Impacts: Consolidating reduces the cost for election staff (fewer election workers needed) and programming costs for machines, for most elections.

Staff Recommended Action: Public hearing and support staff's recommendation to consolidate to the three polling locations used for the November 3, 2020 General (Presidential) Election.

Previous Meetings and History: The topic of consolidation was discussed at a Council workshop on 7/20/2020 and again at the 8/3/2020 Council meeting.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:

§631-A. Voting places

1. Establishing suitable voting places. If the municipal officers determine that there is no building within a voting district that is suitable for a voting place, as described in section 627, the municipal officers may, subject to the approval of the Secretary of State, establish a voting place outside the voting district in a suitable building that is as close as possible to the voting district and as convenient as possible to the voters of the voting district.

[PL 2007, c. 455, §28 (NEW).]

2. Consolidating voting places. The municipal officers may, after public notice and hearing held at least 90 days before an election, and subject to the approval of the Secretary of State, consolidate voting places so that more than one voting district votes in the same voting place. When voting places are consolidated under this process, the voters from the different voting districts may vote in the same or separate guardrail enclosures in the building.

[PL 2007, c. 455, §28 (NEW).]

3. Change of voting place. If the municipal officers wish to change the location of a voting place, they must apply to the Secretary of State at least 60 days before the next statewide election, unless an emergency exists. The Secretary of State shall design the application form. The Secretary of State must approve the application before the voting place may be changed.

[PL 2011, c. 342, §21 (NEW).]

SECTION HISTORY

PL 2007, c. 455, §28 (NEW). PL 2011, c. 342, §21 (AMD).

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the Second Regular Session of the 129th Maine Legislature and is current through October 1, 2020. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.



ORDER 20-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approves consolidating from 5 to 3 polling locations for Auburn Elections, contingent upon approval from the Maine Secretary of State. The polling locations changes are as follows:

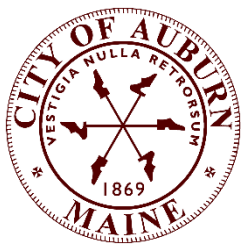
- Auburn Senior Community Center for Wards 1 and 2
- Auburn Hall for Wards 3 and 4
- The Boys and Girls Club for Ward 5

A public hearing was held on March 1, 2021, at least 90 days before the election pursuant to 21-A, Sec. 631-A (2).

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 11-03012021

Author: Megan Norwood, City Planner

Subject: Spelling & Capitalization Corrections in Chapter 60

Information: At the January 4th meeting City Council directed Staff to go through their respective ordinances and identify cleanup items for the City Council to work on in the first half of 2021. The Planning and Permitting Department works most closely with Chapter 60 and identified several changes to the Chapter and grouped them into three categories:

- Suggested Code Reference Corrections (these are areas of Chapter 60 that reference the wrong sections)
- Suggested Spelling and Grammar Error Corrections
- Suggested Ordinance Changes from Project Reviews

In April and May, the Planning Board will be going through suggested ordinance changes that have come up during project reviews, which are more substantial than simple spelling error corrections. At their March 9th meeting, they will be making a recommendation to City Council on the suggested code reference corrections, spelling and grammar errors.

City Budgetary Impacts: None.

Staff Recommended Action: Consider the changes recommended to clean up Chapter 60 as a first reading, schedule a public hearing and second reading for March 15th.

Previous Meetings and History: January 4, 2021 – City Council Workshop

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Staff Report with all proposed zone changes.



City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

To: Auburn Planning Board
From: Megan Norwood, City Planner
Re: Ordinance Amendment Discussion: Improperly Referenced Ordinance Items, Capitalization & Word Placement Errors & Revisiting Ordinance Provisions Discussed During Project Reviews
Date: February 09, 2021

I. PROPOSAL: Staff took the time to thumb through Chapter 60 of the Auburn Code of Ordinances in its entirety and pull out any items that are not referenced properly, spelling/grammar errors and created a list of ordinance provisions commonly questions during Planning Board reviews. We have summarized them below.

a. Suggested Code Reference Corrections:

1. Section 60-34: Should reference Division 9 (PUDs) not Downtown Enterprise.
2. Section 60-45(d): The reference to 60-525(b)(13) is Outpatient Addiction Treatment Clinics. It should be referencing new buildings over 5,000 square feet for Special Exception, which is 50-525(b)(14). This section also references 60-547(b)(4) which does not exist; it should reference 60-556(b)(3) which applies to projects over 12,000SF in the Form-Based Code subject to Special Exception. Lastly, it also references 60-578(b)(33) which are Child Day Care Centers; this section should reference 60-578(b)(35) which are Special Exception uses.
3. Section 60-51 references Article II of Chapter 6. Chapter 6 doesn't exist. It should be Chapter 14, Article IX – mass gatherings.
4. Section 60-78 references Article V, Division 10 is Downtown Enterprise. It should reference Division 9, which are the PUD standards.
5. Section 60-145(a)(1) references Sec. 60-173 which doesn't exist. It meant to reference 60-1010, which are the boundaries for manufactured housing and include the siting requirements. Also added division 6, after article XII which are the requirements pertaining specifically to the manufactured housing overlay district.
6. Section 60-145(b)(18) also references 60-174 which doesn't exist. It should reference 60-1010.
7. Section 60-146(1)(b) – Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
8. Section 60-146(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
9. Section 60-201(b)(1) references special exception uses in the Ag-Zone only but includes LDCR in the division references - division 3 of article IV. LDCR references the Ag-Zone, why should it reference its own Zone in here? This is confusing and should be cleaned up by saying division 2, which is the Ag-Zone.
10. Section 60-202(1) – Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
11. Section 60-202(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
12. Section 60-229(a)(4) references PUDs as division 10 again but they are under division 9. Also references division 4 of article XVII which is PB recommendations – should reference subdivision which is division 4 of article XVI. Someone accidentally added an extra I but makes a big difference when interpreting!
13. Section 60-230(1) Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.

14. Section 60-230(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
15. Section 60-255(a)(3) references PUDs again, which are in division 9.
16. Section 60-255(a)(8) Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
17. Section 60-255(b)(2)(c) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
18. Section 60-256(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
19. Section 60-277(a)(3) references PUDs again as division 10 but they are under division 9.
20. Section 60-277(b) references division 6 as being the suburban residential district but it is division 5.
21. Section 60-278(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
22. Section 60-306(a)(4) The PUD reference should be division 9.
23. Section 60-306(b)(1) references UR district as division 7 but its division 6.
24. Section 60-307(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
25. Section 60-334(b)(1) MFS is division 7 not 8.
26. Section 60-335(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
27. Section 60-360(b) reference to signs should be article VI not V which is off-street parking and loading.
28. Section 60-382(3) change CB to GBII because we don't call it commercial business in the ordinance its referred to as Minot Ave (GBII).
29. Section 60-385(2)(b) references division 10, which is downtown enterprise. Should reference division 11 which are the neighborhood business standards.
30. Section 60-499(a)(1) MFS is division 7 not 9.
31. Section 60-499(a)(31) marijuana references chapter 11 article 14. Ch. 11 doesn't exist should be chapter 14, article XVIII.
32. Section 60-500(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
33. Section 60-525(a)(1) MFS reference should be division 7 not 9.
34. Section 60-525(a)(29) marijuana reference should be chapter 14, article XVIII.
35. Section 60-578(a)(27)(28) wrong reference update to say Chapter 14, article XVIII in both.
36. Section 60-579(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
37. Section 60-669(4) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation

- regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
38. Section 60-739(b) change reference to 60-1475 which is notice to abutters. 1476 is reserved, doesn't exist.
 39. Section 60-607 (18) remove ADAPT reference and add in FBC.
 40. Section 60-526(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
 41. Section 60-558(c)(1) waiver requests remove law and review in brackets and just say site plan review.
 42. Section 60-843(a) should reference division 3 because division 4 is subdivision.
 43. Section 60-923(b)(4) the end references section 60-985(a) which doesn't exist. It means to reference 60-992(a), which lists setbacks for principal and accessory structures.
 44. Section 60-923(d) references subsection (c)(2) for converting building, should just reference subsection c.
 45. Section 60-990(c)(1)(a): Change reference from 30-990(c)(3) to 60-990.
 46. Section 60-990(c)(3) remove I which doesn't reference anything where it says I(3)(b) above.
 47. Section 60-991(c)(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
 48. Section 60-992(a) central business I, II and III don't exist.
 49. Section 60-1004(b) remove reference to 60-1003 – old timber harvesting standards
 50. Section 60-1004(b)(2) remove timber harvesting reference
 51. Section 60-1004(b)(3) remove timber harvesting reference
 52. Section 60-1004(b)(5) remove timber harvesting reference
 53. Section 60-1004(e) remove timber harvesting reference
 54. Section 60-1039(b)(4) remove article 11 after chapter 14 because it references tattoo licensing, it just meant to reference business licenses in general
 55. Section 60-1475 – Definition of abutters should reference 1473 not 1476.

b. Suggested Spelling/Grammar Corrections:

1. **Chapter 60, Article I – In General, Section 60-4(b)**
Correct spelling of “classicfication” to “classification” in zoning district table.
2. **Chapter 60, Article II – General Provisions, Section 60-47**
Capitalize “a” at the beginning of “all other yards...” after first sentence.
3. **Chapter 60, Article IV – District Regulations, Section 60-146(4)**
Under height, change language from “two and one-half stories of 35 feet in height” to “two and one-half stories OR 35 feet in height.”
4. **Chapter 60, Article IV – District Regulations, Section 60-307(4)**
Under height, change language from “2½ stories of 35 feet” to “2½ stories OR 35 feet.”
5. **Chapter 60, Article IV – District Regulations, Section 60-335(1)(e)**
Capitalize “m” at the beginning of “more than one principal” after the second sentence.
6. **Chapter 60, Article IV – District Regulations, Section 60-386(8)**
Correct spelling of “distrct” to “district” in the sentence beginning with “the requirements of this chapter applicable to the underlying distrct...”
7. **Chapter 60, Article IV – District Regulations, Section 60-420(e)**
The first sentence says “the planning board may require adequate assurance in a form consistent in a form acceptable to the planning board...” should be corrected to say “in a form consistent and acceptable...”
8. **Chapter 60, Article IV – District Regulations, Section 420(g)(3)(d)**
Remove period after “a” and “b” where it says “...under subsection (g)(3)a. and b...” to be consistent with the paragraph above.
9. **Chapter 60, Article IV – District Regulations, Section 60-500(4)**

- Correct “commis-sion” in the second sentence starting with “Religious buildings, municipal buildings or buildings...” to remove the dash.
10. **Chapter 60, Article IV – District Regulations, Section 60-548.3**
In the “External Elements T-4.1” table under residential parking, update “ONLV” to “ONLY.”
 11. **Chapter 60, Article IV – District Regulations, Section 60-549.2**
In the “Building Frontages” table under “ground story finished floor elevation” for both residential and commercial, change “STORV” to “STORY.”
 12. **Chapter 60, Article IV – District Regulations, Section 60-550.3**
In the “External Elements T-5.1” table under front yard fence (residential) update “VARD” to “YARD.” Under “building projections” remove “stoop” as it is discussed below under encroachments. Under parking (residential) update “STORV” TO “STORY.”
 13. **Chapter 60, Article IV – District Regulations, Section 60-551.2**
In the “Building Frontages T-5.2” table under ground story finished floor elevation (residential) update “STORV” to “STORY.”
 14. **Chapter 60, Article IV – District Regulations, Section 60-552**
In the “Key Features” bullet list fix “*;enStreetscape elements” to remove the “*;en” from in front of Streetscape.
 15. **Chapter 60, Article IV – District Regulations, Section 60-552.2**
In the “Building Frontages T-6” table under Building Envelope Articulation fix “Upper story building frontage “fagade” to “façade”
 16. **Chapter 60, Article V – Off-Street Parking and Loading, Section 60-607(6)**
In the sentence starting with “no required parking area or driveways servicing same” add a “the” before “same” for clarification purposes.
 17. **Chapter 60, Article V – Off-Street Parking and Loading, Section 60-609**
In the off-street loading space requirements table, under “land use” update the “retail trade, manufacturing and hospital establishment with over 5,000 square feet of gross” to add “floor area” after gross. Under “minimum number of off-street loading spaces” bump the word requirements up onto the same line as loading in the table.
 18. **Chapter 60, Article VI – Signs, Section 60-638(a)(10)(d)**
Remove the word sign after “designee” in the sentence “if such a hazard is created the director of planning and permitting or his designee sign may...”
 19. **Chapter 60, Article VIII – Excavation Permit Regulations, Section 60-703(f)**
Added an “in” to the first sentence “the Lake Auburn Watershed Protection Commission and gravel pits grandfathered this article...” to say “...grandfathered IN this article...”
 20. **Chapter 60, Article X – Access Management Standards, Section 60-772(3)(c)**
Remove the capital “S” in the sentence “uses with a drive-through facility which generateS...”
 21. **Chapter 60, Article X – Access Management Standards, Section 60-799, 60-799(1)**
Update “site” under “safe site distance” to “sight”
 22. **Chapter 60, Article X – Access Management Standards, Section 60-800(a)**
Capitalize the “t” in “the” at the start of the second sentence.
 23. **Chapter 60, Article XI – Wireless Communications Facilities, Section 60-839(b)**
Add an “of” in the first sentence to read “unless subject to the provisions OF subsection (a)...”
 24. **Chapter 60, Article XII – Environmental Regulations, Section 60-892(c)**
Capitalize the “t” at the beginning of the second sentence starting with “This division.”
 25. **Chapter 60, Article XII – Environmental Regulations, Section 60-921(a)**
In the last sentence where it says it is the policy of the to guide growth, add “city” after the.
 26. **Chapter 60, Article XIII – Environmental Performance Standards, Section 60-1070(1)(d)**
Remove the second “and” at the end of the sentence where it says “March 1991, and and all building...”
 27. **Chapter 60, Article XVI – Administration and Enforcement, Section 60-1365(2)(a)**
Replace “lost” with “lots” to correct the spelling error.

c. Suggested Ordinance Changes from Project Reviews

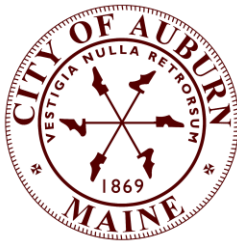
1. Section 60-307(1)(e) (Multifamily Suburban) recommend reconsidering the 200 feet in depth for multifamily when it isn’t required for a three-family or four-family. Three or more families is our

- definition for multifamily. Suggest removing 3 and 4-family references entirely and keep the minimum depth of 100 feet and utilize the minimum lot area to dictate the depth.
2. Section 60-307(2) recommend updating the density table reflecting the suggested change above to remove 3 and 4 family.
 3. Section 60-335(1)(d) (Multifamily Urban) similar to above, recommend reconsidering the 100 feet in width when it is 50 feet for 1-3 family. Three or more families is our definition for multifamily. Suggest removing 3 and 4-family references entirely, keep the minimum width of 200 feet and utilize the minimum lot area to dictate width.
 4. Section 6-335(2) recommend updating the density table reflecting the suggested change above to remove 3 and 4 family.
 5. Recommend removing Division 10 entirely, Downtown Enterprise, as it does not exist anymore with the change to FBC. As part of this change, recommend placing Division 10 in “reserved” so as not to affect the numbering/references of other districts.
 6. Section 60-525(b)(14) references permitted uses under the General Business section of the ordinance when this section is General Business II. To follow the other ordinances, it should reference section 60-525(a) instead of 60-499(a).
 7. Section 60-553 currently reserved, recommend adding a conservation/open space FBC purpose because it is a small district but is not explained anywhere in the ordinance for Staff or Developers to interpret its meaning/purpose.
 8. Section 60-668(b)(1) this section should require the lowest floor to be elevated 1 foot above the BFE (FEMA Guidelines).
 9. Section 60-992(a) recommend changing the lot depth from 120 feet to 150 feet to allow some more flexibility with permitting. We run into this issue a lot where property owners have, say 121 feet in lot depth and aren’t able to take advantage of the 50% of the lot depth measurement. Staff would have to notify the State on this change as it is to the Shoreland Zone ordinance.
 10. Section 60-1300 recommend changing 20 copies to 15 copies as we never use the 20 copies. We distribute copies as follows: 9 Planning Board members, 3 Planning Staff members, and remaining Staff that would like paper copies, most review electronically.
 11. Section 60-1363(a)(1) recommend removing computer aided drafting disk and replace with “electronic copy.” Mylar copies are no longer required at the Registry of Deeds, recommend removing references to Mylar and update to only require 15 copies instead of 20.
 12. Section 60-1363(b)(1) under filing, remove references to Mylars.
 13. Section 60-1363(b)(2) with the update to remove Mylar, recommend updating text to require 6 sets of plans.
 14. Section 60-1367 pertains to recreation/open space standards, updated to specify that it applies to single-family residential subdivisions.
 15. Reference Correct Staff Member throughout Ordinance: DIRECTOR OF PLANNING & PERMITTING or their DESIGNEE

II. DEPARTMENT REVIEW:

- Police - No Comments
- Auburn Water and Sewer – No Comments
- Fire Department/Code Enforcement – No Comments
- Engineering – No Comments
- Public Services - No Comments
- Airport – No Comments
- 911 - No Comments

III. PLANNING BOARD ACTION/STAFF RECOMMENDATIONS: This item is on the Planning Board agenda as a workshop item. Staff recommends the Planning Board have an initial discussion about these amendments and ID any others that may have been missed. The City Council will begin tackling the ordinance amendments (from all Chapters) in the next few months. The Planning Board will be required to make a recommendation on any amendments to Chapter 60, even small spelling errors!

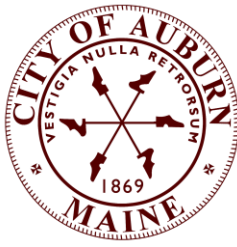


City Council Ordinance

IN CITY COUNCIL

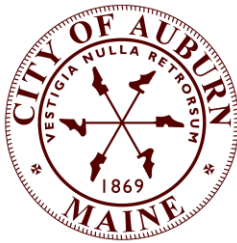
Be it ordained, that the Auburn City Council adopt the suggested code reference corrections along with spelling and grammar revisions in Chapter 60 as follows:

1. Section 60-34: Should reference Division 9 (PUDs) not Downtown Enterprise.
2. Section 60-45(d): The reference to 60-525(b)(13) is Outpatient Addiction Treatment Clinics. It should be referencing new buildings over 5,000 square feet for Special Exception, which is 50-525(b)(14). This section also references 60-547(b)(4) which does not exist; it should reference 60-556(b)(3) which applies to projects over 12,000SF in the Form-Based Code subject to Special Exception. Lastly, it also references 60-578(b)(33) which are Child Day Care Centers; this section should reference 60-578(b)(35) which are Special Exception uses.
3. Section 60-51 references Article II of Chapter 6. Chapter 6 doesn't exist. It should be Chapter 14, Article IX – mass gatherings.
4. Section 60-78 references Article V, Division 10 is Downtown Enterprise. It should reference Division 9, which are the PUD standards.
5. Section 60-145(a)(1) references Sec. 60-173 which doesn't exist. It meant to reference 60-1010, which are the boundaries for manufactured housing and include the siting requirements. Also added division 6, after article XII which are the requirements pertaining specifically to the manufactured housing overlay district.
6. Section 60-145(b)(18) also references 60-174 which doesn't exist. It should reference 60-1010.
7. Section 60-146(1)(b) – Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
8. Section 60-146(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
9. Section 60-201(b)(1) references special exception uses in the Ag-Zone only but includes LDCR in the division references - division 3 of article IV. LDCR references the Ag-Zone, why should it reference its own Zone in here? This is confusing and should be cleaned up by saying division 2, which is the Ag-Zone.
10. Section 60-202(1) – Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
11. Section 60-202(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
12. Section 60-229(a)(4) references PUDs as division 10 again but they are under division 9. Also references division 4 of article XVII which is PB recommendations – should reference subdivision which is division 4 of article XVI. Someone accidentally added an extra I but makes a big difference when interpreting!



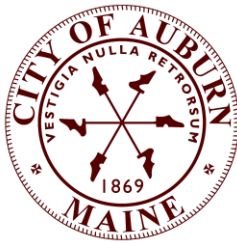
City Council Ordinance

13. Section 60-230(1) Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
14. Section 60-230(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
15. Section 60-255(a)(3) references PUDs again, which are in division 9.
16. Section 60-255(a)(8) Animal farm doesn't exist as a definition, the animal units are defined under farm, livestock.
17. Section 60-255(b)(2)(c) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
18. Section 60-256(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
19. Section 60-277(a)(3) references PUDs again as division 10 but they are under division 9.
20. Section 60-277(b) references division 6 as being the suburban residential district but it is division 5.
21. Section 60-278(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
22. Section 60-306(a)(4) The PUD reference should be division 9.
23. Section 60-306(b)(1) references UR district as division 7 but its division 6.
24. Section 60-307(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
25. Section 60-334(b)(1) MFS is division 7 not 8.
26. Section 60-335(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
27. Section 60-360(b) reference to signs should be article VI not V which is off-street parking and loading.
28. Section 60-382(3) change CB to GBII because we don't call it commercial business in the ordinance its referred to as Minot Ave (GBII).
29. Section 60-385(2)(b) references division 10, which is downtown enterprise. Should reference division 11 which are the neighborhood business standards.
30. Section 60-499(a)(1) MFS is division 7 not 9.
31. Section 60-499(a)(31) marijuana references chapter 11 article 14. Ch. 11 doesn't exist should be chapter 14, article XVIII.



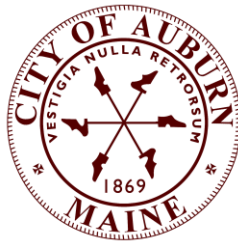
City Council Ordinance

32. Section 60-500(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
33. Section 60-525(a)(1) MFS reference should be division 7 not 9.
34. Section 60-525(a)(29) marijuana reference should be chapter 14, article XVIII.
35. Section 60-578(a)(27)(28) wrong reference update to say Chapter 14, article XVIII in both.
36. Section 60-579(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
37. Section 60-669(4) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
38. Section 60-739(b) change reference to 60-1475 which is notice to abutters. 1476 is reserved, doesn't exist.
39. Section 60-607 (18) remove ADAPT reference and add in FBC.
40. Section 60-526(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
41. Section 60-558(c)(1) waiver requests remove law and review in brackets and just say site plan review.
42. Section 60-843(a) should reference division 3 because division 4 is subdivision.
43. Section 60-923(b)(4) the end references section 60-985(a) which doesn't exist. It means to reference 60-992(a), which lists setbacks for principal and accessory structures.
44. Section 60-923(d) references subsection (c)(2) for converting building, should just reference subsection c.
45. Section 60-990(c)(1)(a): Change reference from 30-990(c)(3) to 60-990.
46. Section 60-990(c)(3) remove I which doesn't reference anything where it says I(3)(b) above.
47. Section 60-991(c)(5) references Articles V-IX which include: Off-street parking and loading, signs, manufactured housing and mobile homes, excavation permit regulations and home occupation regulations. Since it is referring to off-street parking space requirements, it should just reference article V.
48. Section 60-992(a) central business I, II and III don't exist.
49. Section 60-1004(b) remove reference to 60-1003 – old timber harvesting standards
50. Section 60-1004(b)(2) remove timber harvesting reference
51. Section 60-1004(b)(3) remove timber harvesting reference
52. Section 60-1004(b)(5) remove timber harvesting reference
53. Section 60-1004(e) remove timber harvesting reference
54. Section 60-1039(b)(4) remove article 11 after chapter 14 because it references tattoo licensing, it just meant to reference business licenses in general
55. Section 60-1475 – Definition of abutters should reference 1473 not 1476.



City Council Ordinance

56. **Chapter 60, Article I – In General, Section 60-4(b)**
Correct spelling of “classicfication” to “classification” in zoning district table.
57. **Chapter 60, Article II – General Provisions, Section 60-47**
Capitalize “a” at the beginning of “all other yards...” after first sentence.
58. **Chapter 60, Article IV – District Regulations, Section 60-146(4)**
Under height, change language from “two and one-half stories of 35 feet in height” to “two and one-half stories OR 35 feet in height.”
59. **Chapter 60, Article IV – District Regulations, Section 60-307(4)**
Under height, change language from “2½ stories of 35 feet” to “2½ stories OR 35 feet.”
60. **Chapter 60, Article IV – District Regulations, Section 60-335(1)(e)**
Capitalize “m” at the beginning of “more than one principal” after the second sentence.
61. **Chapter 60, Article IV – District Regulations, Section 60-386(8)**
Correct spelling of “distrct” to “district” in the sentence beginning with “the requirements of this chapter applicable to the underlying distret...”
62. **Chapter 60, Article IV – District Regulations, Section 60-420(e)**
The first sentence says “the planning board may require adequate assurance in a form consistent in a form acceptable to the planning board...” should be corrected to say “in a form consistent and acceptable...”
63. **Chapter 60, Article IV – District Regulations, Section 420(g)(3)(d)**
Remove period after “a” and “b” where it says “...under subsection (g)(3)a. and b...” to be consistent with the paragraph above.
64. **Chapter 60, Article IV – District Regulations, Section 60-500(4)**
Correct “commis-sion” in the second sentence starting with “Religious buildings, municipal buildings or buildings...” to remove the dash.
65. **Chapter 60, Article IV – District Regulations, Section 60-548.3**
In the “External Elements T-4.1” table under residential parking, update “ONLYV” to “ONLY.”
66. **Chapter 60, Article IV – District Regulations, Section 60-549.2**
In the “Building Frontages” table under “ground story finished floor elevation” for both residential and commercial, change “STORV” to “STORY.”
67. **Chapter 60, Article IV – District Regulations, Section 60-550.3**
In the “External Elements T-5.1” table under front yard fence (residential) update “VARD” to “YARD.” Under “building projections” remove “stoop” as it is discussed below under encroachments. Under parking (residential) update “STORV” TO “STORY.”
68. **Chapter 60, Article IV – District Regulations, Section 60-551.2**
In the “Building Frontages T-5.2” table under ground story finished floor elevation (residential) update “STORV” to “STORY.”
69. **Chapter 60, Article IV – District Regulations, Section 60-552**
In the “Key Features” bullet list fix “*;enStreetscape elements” to remove the “*;en” from in front of Streetscape.



City Council Ordinance

70. Chapter 60, Article IV – District Regulations, Section 60-552.2

In the “Building Frontages T-6” table under Building Envelope Articulation fix “Upper story building frontage “fagade” to “façade”

71. Chapter 60, Article V – Off-Street Parking and Loading, Section 60-607(6)

In the sentence starting with “no required parking area or driveways servicing same” add a “the” before “same” for clarification purposes.

72. Chapter 60, Article V – Off-Street Parking and Loading, Section 60-609

In the off-street loading space requirements table, under “land use” update the “retail trade, manufacturing and hospital establishment with over 5,000 square feet of gross” to add “floor area” after gross. Under “minimum number of off-street loading spaces” bump the word requirements up onto the same line as loading in the table.

73. Chapter 60, Article VI – Signs, Section 60-638(a)(10)(d)

Remove the word sign after “designee” in the sentence “if such a hazard is created the director of planning and permitting or his designee sign may...”

74. Chapter 60, Article VIII – Excavation Permit Regulations, Section 60-703(f)

Added an “in” to the first sentence “the Lake Auburn Watershed Protection Commission and gravel pits grandfathered this article...” to say “...grandfathered IN this article...”

75. Chapter 60, Article X – Access Management Standards, Section 60-772(3)(c)

Remove the capital “S” in the sentence “uses with a drive-through facility which generateS...”

76. Chapter 60, Article X – Access Management Standards, Section 60-799, 60-799(1)

Update “site” under “safe site distance” to “sight”

77. Chapter 60, Article X – Access Management Standards, Section 60-800(a)

Capitalize the “t” in “the” at the start of the second sentence.

78. Chapter 60, Article XI – Wireless Communications Facilities, Section 60-839(b)

Add an “of” in the first sentence to read “unless subject to the provisions OF subsection (a)...”

79. Chapter 60, Article XII – Environmental Regulations, Section 60-892(c)

Capitalize the “t” at the beginning of the second sentence starting with “This division.”

80. Chapter 60, Article XII – Environmental Regulations, Section 60-921(a)

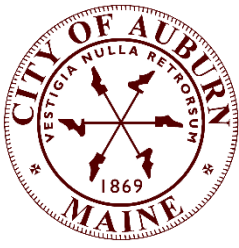
In the last sentence where it says it is the policy of the to guide growth, add “city” after the.

81. Chapter 60, Article XIII – Environmental Performance Standards, Section 60-1070(1)(d)

Remove the second “and” at the end of the sentence where it says “March 1991, and and all building...”

82. Chapter 60, Article XVI – Administration and Enforcement, Section 60-1365(2)(a)

Replace “lost” with “lots” to correct the spelling error.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 12-03012021

Author: Eric J. Cousens, Director of Planning & Permitting, Megan Norwood, City Planner

Subject: 285-307 Trapp Road Zoning Map Amendment

Information: A property owner and resident at 285 Trapp Road has made a significant investment in a marijuana cultivation business before we passed or ordinances related to marijuana. He has done everything as required by ordinance at the time of construction; however, when we passed the new ordinances in 2019 it made his structure nonconforming in the front residential portion of his parcel. The parcel is very close to the end of the residential zoning strip along Trapp Road. The facility has been operated professionally without violations or any known impacts to abutters. He has since applied for a permit to build another building to connect to the electrical and plumbing infrastructure that was built as part of what he planned as phase 1 and planned for additional buildings/phases. Staff had to deny the permit due to zoning but worked with the owner and Councilors Walker and Carrier to discuss options. Ledge and other site constraints will limit his ability to move the proposed building back to the AG/RP Zoning district. A relatively minor change to the map boundaries would enable construction with connections to existing infrastructure and promote investment in an allowed use in the AG/RP zoning district.

At the February 9, 2021 meeting, the Planning Board reviewed the proposed rezoning of three parcels along Trapp Road from Rural Residential to AG/RP and has made the following recommendation:

- Rezone a portion of the following parcels on Trapp Road: PID: 057-003, PID: 057-003-001, PID 057-002, and PID 057-001 from Rural Residential to Agriculture/Resource Protection.

As part of their discussion, the Planning Board had some reluctance to change the zoning district for this area based on a use and wanted to discuss regulating marijuana as an agricultural crop which would have made it permitted in the Rural Residential portion of the lot.

City Budgetary Impacts: None immediately, but creates potential for future tax revenues and expanded business when additional structure is constructed.

Staff Recommended Action: Consider the zoning ordinance changes recommended by the Planning Board and have the first reading. Schedule a second reading and public hearing for the March 15, 2021 City Council meeting.

Previous Meetings and History: December 7, 2020 City Council Workshop, February 9, 2021 Planning Board Meeting.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Map showing proposed zone-change area.

057-001
355 TRAPP RD

057-003-001
307 TRAPP RD

057-003
285 TRAPP RD

057-004
243 TRAPP RD

057-002
323 TRAPP RD

Trapp Rd

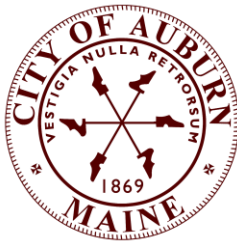
057-052-001
280 TRAPP RD

057-052-002
260 TRAPP RD

057-051
240 TRAPP RD

057-052
298 TRAPP RD

037-001
TRAPP RD



ORDINANCE 12-03012021

City Council Ordinance

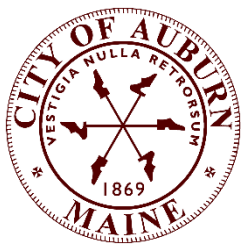
IN CITY COUNCIL

Be it ordained, that the Auburn City Council rezone a portion of the following parcels on Trapp Road: PID: 057-003, PID: 057-003-001, PID 057-002, and PID 057-001 from Rural Residential to Agriculture/Resource Protection as shown on the attached map.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 13-03012021

Author: Megan Norwood, City Planner and Eric Cousens, Director of Planning and Permitting

Subject: Form-Based Code Expansion – Urban Residential in the Court/Lake Street Neighborhood; Multifamily Urban/Neighborhood Business in the area encompassing Lake Auburn Ave to Union Street and Lake Street to Whitney Street

Information: At the October 5th meeting City Council directed the Planning Board to make a recommendation on whether the City should expand the Form-Based Code (“FBC”) to several predominantly residential areas surrounding the City’s urban core. Due to the number of parcels involved and COVID-19 related limitations, staff chose to split up the neighborhoods being considered into three separate public hearings. At the February 9th meeting, the Planning Board reviewed the Urban Residential in the Court/Lake Street Neighborhood; Multifamily Urban/Neighborhood Business in the area encompassing Lake Auburn Ave to Union Street and Lake Street to Whitney Street. As a result of the public hearing, the Planning Board has made the following recommendation:

- Expand the form-based code zoning district T-4.2 Traditional Downtown Neighborhood, to replace the current zoning in a small portion of the Urban Residential district in the Court/Lake Street neighborhood and the Multifamily Urban/Neighborhood Business District in the area encompassing Lake Auburn Ave to Union Street and Lake Street to Whitney Street as shown on the referenced map, pursuant to Chapter 60, Article XVII Amendments, of the City of Auburn Ordinances.

City Budgetary Impacts: None.

Staff Recommended Action: Consider the zoning ordinance changes recommended by the Planning Board as a first reading, schedule the second reading and public hearing for the March 15, 2021 City Council meeting.

Previous Meetings and History: October 5, 2020 – City Council Workshop, November 10, 2020 – Planning Board Meeting, December 8, 2020 – Planning Board Meeting, January 12, 2021 – Planning Board Meeting, January 19, 2021 – City Council Workshop, February 9, 2021 – Planning Board Recommendation.

City Manager Comments:

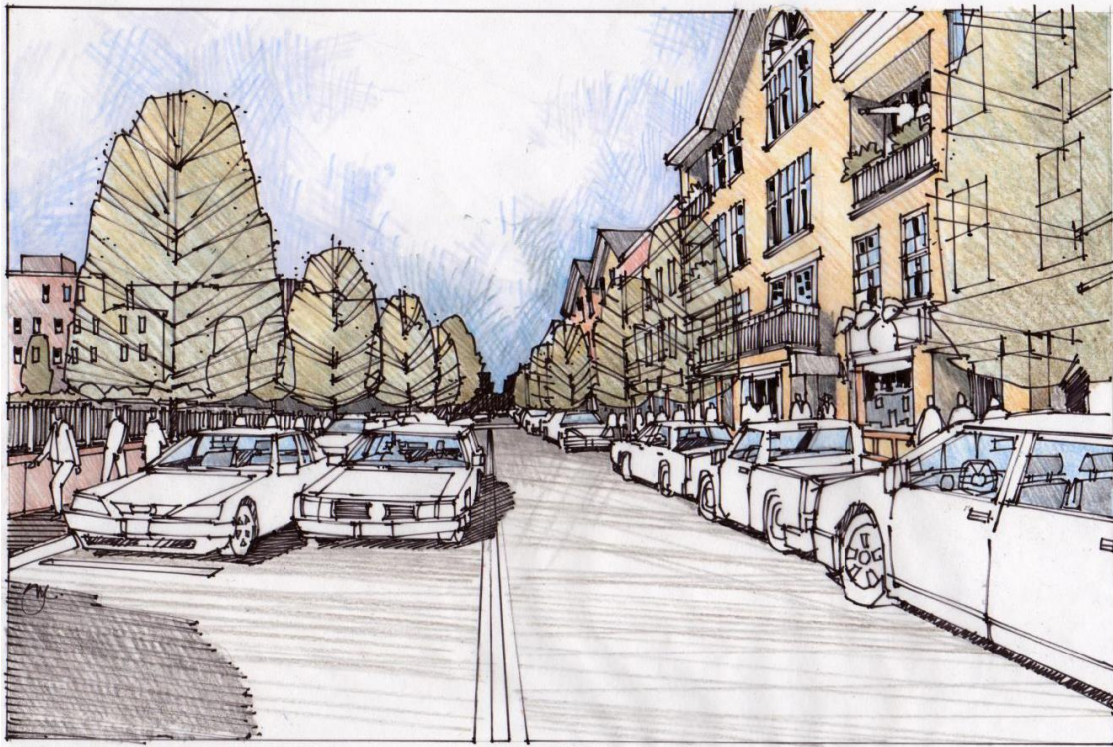
Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Map showing area proposed to be rezoned, T-4.2 Form-Based Code Ordinance.

Sec. 60.549. - Traditional Downtown Neighborhood T-4.2.

Illustrative View of T-4.2 (Spring Street)



**Intent and Purpose:
Traditional Downtown Neighborhood (T-4.2)**

The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.

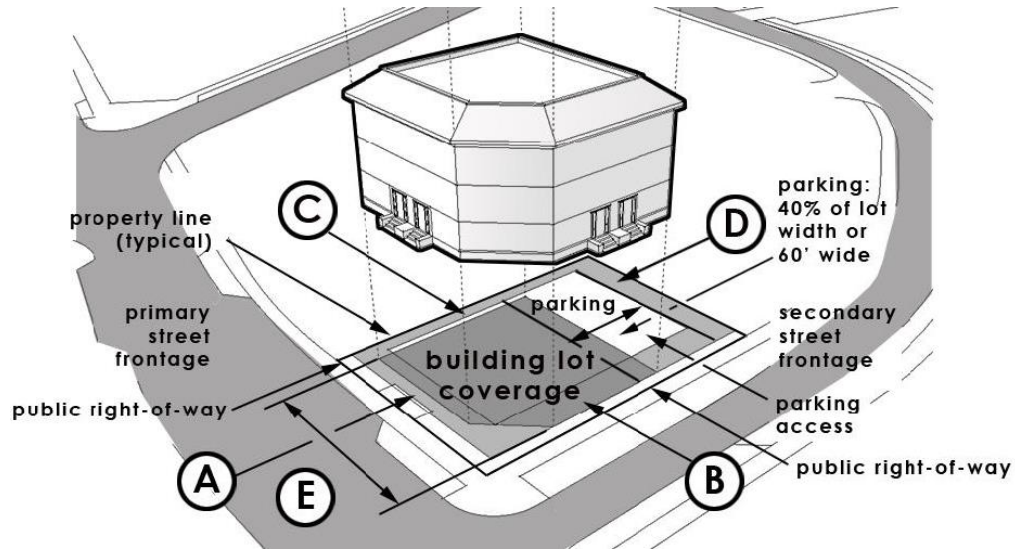


Characteristic Features

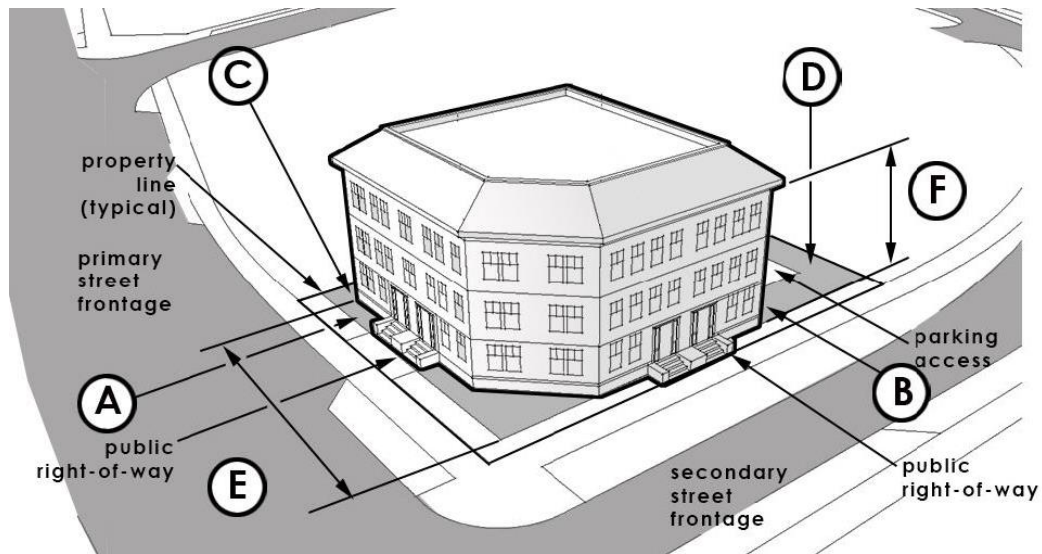
- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60-549.1. - Building placement and configuration T-4.2.



Elevated Building Placement

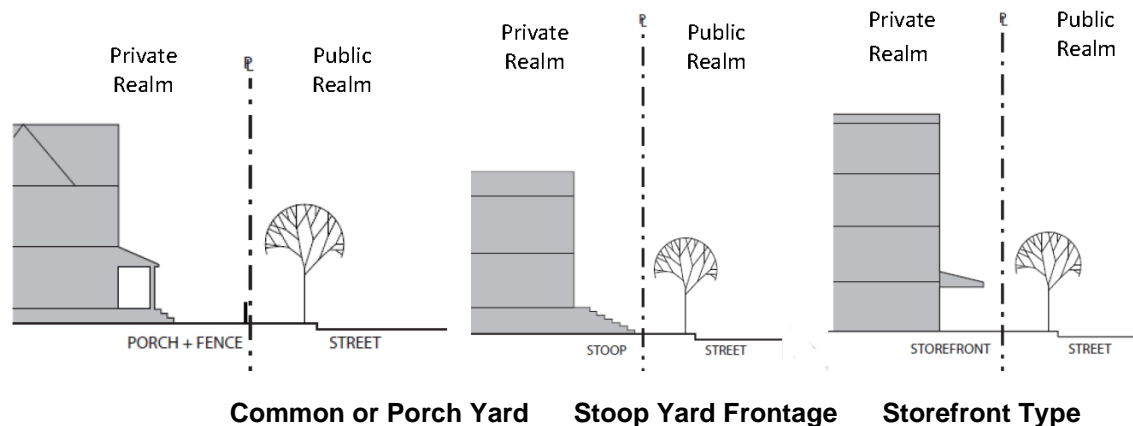


Building Placement on Lot

PRINCIPAL BUILDING PLACEMENT:		
Front Setback, Principal:	5 ft. Min/, 15 ft. Max	(A)
(Corner Lot) Front Setback, Secondary:	5 ft. Min., 15 ft. Max.	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	70% Max.	
Useable Open Space:	10% Min.	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max.	
PRINCIPAL BUILDING CONFIGURATION:		
Building Width:	14 ft. Min., 110 ft. Max.	(E)
Building Height Minimum:	1 Story Min.	(F)
Building Height Maximum:	3 Story Max.	(F) (excluding attic story)

(Ord. No. 04-03072016, 5-16-2016)

Sec. 60.549.2. - Building frontages T-4.2.



BUILDING FRONTAGE TYPES:	Common Yard; Porch Yard, Stoop and Storefront
BUILDING ENTRIES:	Primary entry door is encouraged along ground story facade facing a primary street.
BUILDING ENVELOPE ARTICULATION:	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.
Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.

Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.
-----------------------	--

(Ord. No. 04-03072016, 5-16-2016)

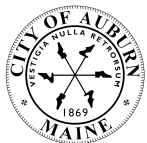
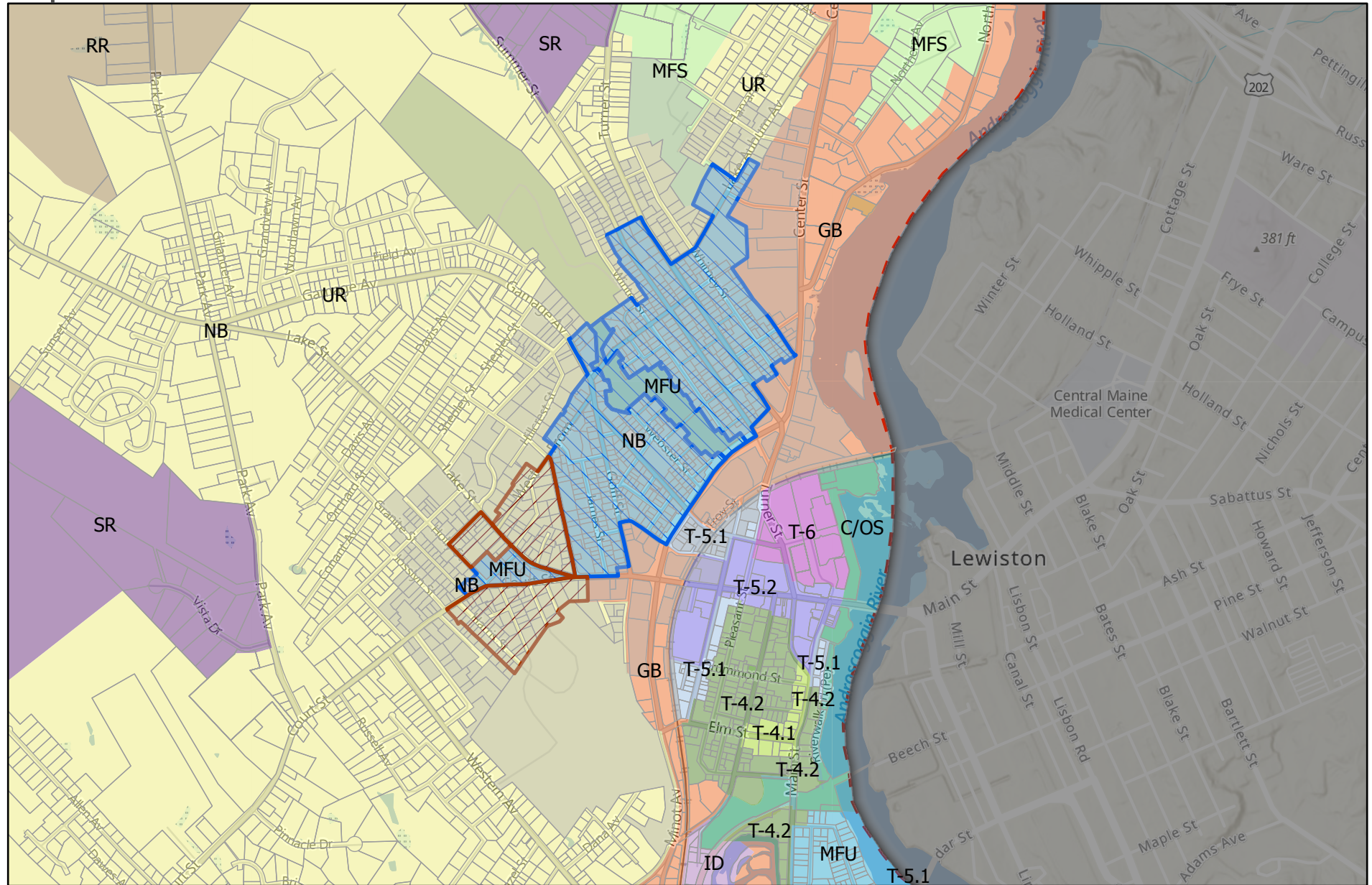
Sec. 60-549.3. - External elements T-4.2.

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft. maximum. Front Setback, Secondary Frontage 5 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.

Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right-of-way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

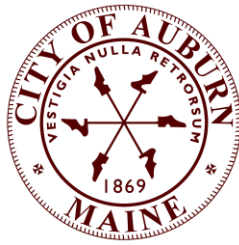
(Ord. No. 04-03072016, 5-16-2016)

Expand T-4.2 - Abutters



60 Court St
Auburn, ME 04210
www.auburnmaine.gov

- LakeCourtGoffAbutters
- Proposed Court / Lake Street T-4.2 Expansion
- Goff St Change Area
- PrelimParcels_9_24



ORDINANCE 13-03012021

City Council Ordinance

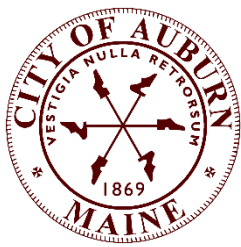
IN CITY COUNCIL

Be it ordained, that the Auburn City Council expand the T-4.2 Traditional Downtown Neighborhood, to replace the current zoning in a small portion of the Urban Residential district in the Court/Lake Street neighborhood and the Multifamily Urban/Neighborhood Business District in the area encompassing Lake Auburn Ave to Union Street and Lake Street to Whitney Street as shown on the referenced map.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 14-03012021

Author: Jason Moen, Police Chief

Subject: Ordinance Review Process

Information: The Auburn Charter sec. 2.8 states "the city council shall provide for the review of the city's charter and ordinances in their entirety at least once every 15 years". Council recently completed the review of the City Charter and will now begin to review the City Ordinances.

Several workshops have been held.

City Budgetary Impacts: None

Staff Recommended Action: public hearing and first reading on proposed amendments to Chapter 52 Traffic and Vehicles, Div. 1 Sec. 52-34, Div. 3 Sec. 52-93, Article IV Sec. 52-150, Article V Sec. 52-174 – 175 and proposed strikeouts for Sec. 52 -5, Sec. 52-33, Sec. 52-62, Sec. 52-121, Sec. 52-148, Sec. 52-172, Sec. 52-173, Sec. 52-178, Sec. 52-205, Sec. 52-238, Sec. 52-239, Sec. 52-240, Sec. 52-259, Sec. 52-260, Sec. 52-261, Sec. 52-262, Sec. 52-263, Sec. 52-264, Sec. 52-265.

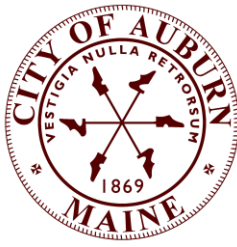
Previous Meetings and History: Charter review discussions October 5, October 26, November 9, November 30. Ordinance review began at the 1/19/2021 Council meeting and continued at the 1/25/2021 and 2/1/2021 Council Workshops.

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Ordinance

IN CITY COUNCIL

Amendments to Chapter 52 - Traffic

Be it ordained, that the City Council hereby amends Chapter 52 Traffic and Vehicles – Division 1. - Generally, Sec. 52-34. - Parades; funeral processions. as follows:

~~(a) Persons organizing funeral processions may obtain from the chief of police, as provided with respect to parades in subsection (b) of this section, a permit, except that, in the case of funeral processions containing less than 25 cars, no such permit shall be required, but the chief of police shall be given at least one hour's notice of the estimated size of the funeral procession, of the route it is to take, and of the estimated time of the procession's departure.~~

~~(b)~~ It shall be unlawful for any person to parade on the streets of the city unless permission has been obtained from the chief of police, and they shall first present to the chief of police a request in writing for permission to use the streets of the city for the purpose of parading, together with the designated route the parade is to follow, and the time and duration of the parade. The chief of police may grant the permit provided it will not unreasonably interfere with traffic and will not create a disturbance upon the streets. The request for such permit shall be accompanied by a permit fee in the amount provided in the city fee schedule.

~~(c)~~ A funeral composed of a procession of vehicles shall be identified as such by the display upon the outside of each vehicle of a pennant or other identifying insignia.

~~(d)~~ No driver of a vehicle shall drive between the vehicles comprising a funeral or other authorized procession while they are in motion and when such vehicles are conspicuously designated as required in this chapter. This provision shall not apply at intersections where traffic is controlled by traffic control signals or police officers.

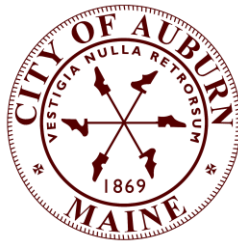
Be it ordained, that the City Council hereby amends Chapter 52 Traffic and Vehicles – Division 3. – Traffic Control for Construction, Sec. 52-93 as follows:

(a) This division shall apply to all private contractors, vendors or service providers who operate within the public rights of way noted herein. The city ~~and related public agencies are is~~ exempt from this division. Private contractors, vendors and service providers hired by a

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

~~public agency, the city~~ are also subject to the provisions of this division. Private entities working in concert with ~~a public agency, the city~~ may be exempt from this division at the discretion of the ~~hiring public agency, city~~. ~~For the purposes of this division public agencies include, but are not limited to, the city, Auburn Water and Sewer District, and Lewiston Water and Sewer Division.~~

- (b) This division shall apply, but not be limited to, construction, repair, improvement, alteration, adjustment, excavation or demolition of property (private or public) within the publicly owned right-of-way. Examples of these activities include, but are not limited to, telephone, cable television, electrical, water, sewer, gas, or stormwater facilities and infrastructure maintenance or construction.
- (c) This policy shall apply to the following streets, roads and intersections:
- 1) Academy Street (Main to High).
 - 2) Broad Street (South Bridge to South Main).
 - 3) Center Street / Turner Road (Union Street to town line).
 - 4) Court Street.
 - 5) Elm Street at Spring Street.
 - 6) Great Falls Plaza Drive.
 - 7) Hampshire Street (Turner to Union).
 - 8) High Street (Academy to Minot).
 - 9) Hotel Road at Steven Mills Road.
 - 10) Hotel Road at Young's Corner Road.
 - 11) Hotel Road at Kittyhawk Avenue.
 - 12) Main Street.
 - 13) Manley Road at Rodman Road.
 - 14) Mill Street (Broad to Main).
 - 15) Minot Avenue.
 - 16) Mount Auburn Avenue (Center to Gracelawn Youngs Corner).

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City Council Ordinance

17) Turner Street (Court ~~to CenterJoline~~) (~~Mt. Auburn to Auburn Mall~~).

18) Union Street.

19) Washington Street (North & South)

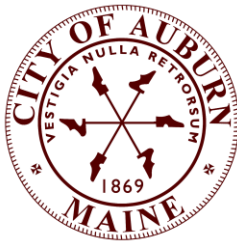
(d) The public works director and police chief or their designees may require the use of police department personnel for activities on streets or roads not specifically designated in or authorized by this division if, in their opinion, the nature of the activity, road characteristics or traffic volumes indicate a need for city supervised traffic control. Conversely, if the public works director or police chief determine that the nature of the activities, road characteristics or traffic volumes do not require city supervised traffic control then they may waive the application of this policy for the streets and roads listed in subsection (c) of this

Be it ordained, that the City Council hereby amends Chapter 52 Traffic and Vehicles – Article IV. – Snow Regulations, Sec. 52-150 as follows:

Whenever the chief of police or, in his absence, his designated representative, declares that an emergency exists because of existing snow or ice conditions, or that an emergency is imminent because of developing snow or ice conditions, all parking on city streets except by authorized city or emergency vehicles is prohibited ~~beginning 30 minutes after the emergency is officially declared until the police chief or his designee announces that the emergency is over~~pursuant to a parking ban issued with specific start and end times.. All local media outlets will be notified of the parking ban.~~All local radio stations shall be contacted promptly after the emergency is declared and requested to broadcast frequent announcements that the emergency is in effect.~~Notification will also be sent out on all available social media platforms. In addition to the other penalties provided for violations of this chapter, vehicles which have been parked or have not been removed in violation of this section may be towed away in the same manner and subject to the same conditions as are provided in section 52-204.

Be it ordained, that the City Council hereby amends Chapter 52 Traffic and Vehicles – Article V. – Stopping, Standing, Parking, Division 1. - Generally, Sec. 52-174 as follows:

(a) The city council is hereby authorized to establish bus stops, ~~taxicab stands, and combinations thereof on such on~~ public streets, in such places and in such number as it shall



City Council Ordinance

determine to be of the greatest benefit and convenience to the public. The police chief shall cause such spaces to be designated by appropriate signs or curb markings or both.

(b) No person shall stop or park a vehicle other than a bus ~~or a taxicab~~ in any such space when the space has been officially designated and appropriately marked. However, stopping or parking such vehicles in bus zones used exclusively by local city buses, ~~but excepting combination bus and taxi zones, is permissible on Sundays and on other days at the conclusion of the last run by the local buses according to the prevailing schedule, if otherwise permitted by city ordinances~~ is not permitted.

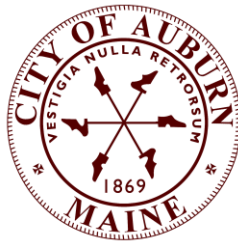
(c) Notwithstanding subsection (b) of this section, the driver of a passenger vehicle may temporarily stop at a bus stop, ~~taxistand, or combination thereof~~ for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any bus ~~or taxicab~~ waiting to enter or about to enter such zone.

Be it ordained, that the City Council hereby amends Chapter 52 Traffic and Vehicles – Article V. – Stopping, Standing, Parking, Division 1. - Generally, Sec. 52-175 as follows:

(a) The driver of a bus ~~or a taxicab~~ is hereby authorized to park the bus ~~or taxicab~~ in any such space established under section 52-174 without restriction as to time.

(b) The driver of a bus shall not stop or park the bus upon any street in any built-up area at any place other than at such a space, when the space has been officially designated and appropriately marked, except that this provision shall not prevent the driver of any such vehicle from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in loading or unloading passengers.

(c) The driver of a taxicab shall remain in the driver's seat of the taxicab, except while actually engaged in admitting or discharging passengers or transporting their luggage, while the taxicab is in such a space.



City Council Ordinance

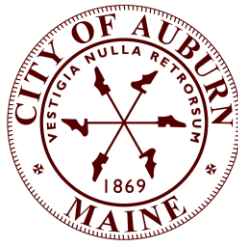
Be it ordained, that the City Council hereby amends Chapter 52 Traffic and Vehicles – Sec. 52 - 5, Sec. 52-33, Sec. 52-62, Sec. 52-121, Sec. 52-148, Sec. 52-172, Sec. 52-173, Sec. 52-178, Sec. 52-205, Sec. 52-238, Sec. 52-239, Sec. 52-240, Sec. 52-259, Sec. 52-260, Sec. 52-261, Sec. 52-262, Sec. 52-263, Sec. 52-264, Sec. 52-265 as follows:

~~Sec. 52-5 - Applicability to nonmotorized vehicles: Every person propelling any pushcart or riding any animal upon a roadway, and any every person driving any animal drawn vehicle, shall be subject to the provisions of this chapter, except those provisions which by their very nature can have no application.~~

~~Sec. 52-33. - Authority of police and fire department officials to direct traffic: Officers of the police department or such officers as are assigned by the police chief are hereby authorized to direct all traffic by voice, hand or signal in conformance with traffic laws, provided that in the event of a fire or other emergency or to expedite traffic or to safeguard pedestrians, officers of the police department may direct traffic as conditions may require, notwithstanding the provisions of this chapter. Members of the fire department, when at the scene of a fire, may direct or assist the police in directing traffic in the immediate vicinity.~~

~~Sec. 52-62. - Obedience; placement required for enforcement of certain provisions:~~

- ~~(a) No provisions of this chapter for which official traffic control devices are required shall be enforced against an alleged violator if at the time and place of the alleged violation an official device is not in proper position and sufficiently legible to be seen by an ordinarily observant person.~~
- ~~(b) Whenever official traffic control devices are placed in position approximately conforming to the requirements of this chapter, such devices shall be presumed to have been placed by the official act or direction of lawful authority.~~
- ~~(c) Any official traffic control device placed pursuant to the provisions of this chapter and purporting to conform to the lawful requirements pertaining to such devices shall be presumed to comply with the requirements of this chapter.~~



City Council Ordinance

(d) ~~The driver of any vehicle, the operator of a bicycle, and pedestrians shall obey the instructions of any official traffic control device applicable thereto placed in accordance with the provisions of this chapter, unless otherwise directed by a police officer.~~

~~Sec. 52-121. - Leaving key in unattended vehicle: No person shall leave an unattended vehicle on a public street with an ignition key in the vehicle. In any such case, any police officer may, for the protection of the vehicle, remove the keys and leave written notice in or attached to the vehicle that the keys are being held for the driver at the city police station.~~

~~Sec. 52-148. - Adequate tires: No person shall cause an obstruction to traffic by reason of inability to move a vehicle being operated by him on any public street because of accumulations of snow, ice or freezing rain, when such vehicle has not been equipped with adequate tires.~~

~~Sec. 52-172. - Obstructing traffic: No person shall stop, park or leave his vehicle on any street in such a manner or under such conditions so as to obstruct the free passage of other vehicles in either direction unless specifically permitted by a police officer, or so as to leave available less than ten feet of the width of the roadway for free movement of vehicular traffic.~~

~~Sec. 52-173. - Parking in alleys: No person shall park a vehicle within an alley in such a manner or under such conditions as to leave available less than ten feet of the width of the roadway for the free movement of vehicular traffic, and no person shall stop or park a vehicle within an alley in such position as to block the driveway entrance to any abutting property.~~

~~Sec. 52-178. - Lights on parked vehicles: Whenever a vehicle is parked or stopped upon a roadway or shoulder adjacent thereto, whether attended or unattended, and there is not sufficient light to reveal any person or vehicle within a distance of 500 feet, such vehicle so parked or stopped shall be equipped with lights, which lights shall be displayed. Any lighted headlamps upon a parked or stopped vehicle shall be depressed or dimmed.~~

~~Sec. 52-205. - Failure to comply with citation: If a violator of the restrictions on stopping or parking under the traffic laws or ordinances does not appear in response to a traffic citation affixed to a motor vehicle within a period of seven days, the chief of police may send to the owner of the motor vehicle to which the traffic citation was affixed a letter informing him of the violation and warning him that, if such letter is disregarded for a period of five days from the date of postmark, a court summons will be issued.~~



City Council Ordinance

~~Sec. 52-238. - Limitation of 8,000 pounds: No vehicle weighing more than 8,000 pounds, vehicle and load combined, nor any vehicle imparting to the road surface a pressure exceeding 400 pounds per inch of tire width (manufacturer's rating) shall be permitted on the streets, roads and highways of the city listed in a schedule on file and available in the city clerk's office between March 1 and May 31 of each year, except when the surface of the road is solidly frozen, in which case permission from the highway superintendent shall be obtained.~~

~~Sec. 52-239. - Limitation of 16,000 pounds: No vehicle weighing more than 16,000 pounds, vehicle and load combined, nor any vehicle imparting to the road surface a pressure exceeding 400 pounds per inch of tire width (manufacturer's rating) shall be permitted on the streets, roads and highways of the city listed in a schedule on file and available in the city clerk's office, between March 1 and May 31, except when the surface of the road is solidly frozen, in which case permission from the highway superintendent shall be obtained.~~

~~Sec. 52-240. – Posting: Prior to March 1 in each year, a notice shall be in place in a conspicuous location at each end of the roads mentioned in this article, stating the periods of closing and the restrictions imposed.~~

~~Sec. 52-259. - Parent's responsibility: The parent of any child and the guardian of any ward shall not authorize or knowingly permit any such child or ward to violate any provision of this article.~~

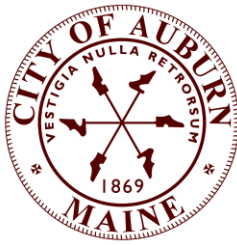
~~Sec. 52-260. - Bicycle equipment: No person shall ride or propel a bicycle upon any public street in the city unless the bicycle is equipped in accordance with 29 A.M.R.S.A. §§ 2062 and 2084.~~

~~Sec. 52-261. - Parking of bicycles: No person shall park a bicycle upon a street other than upon the roadway against the curb or upon the sidewalk in a rack to support the bicycle or against a building or at the curb, in such manner as to afford the least obstruction to pedestrian traffic.~~

~~Sec. 52-262. - Riding bicycle on sidewalk.—~~

~~(a) Whenever any person is riding a bicycle upon a sidewalk, such person shall yield the right of way to any pedestrian and shall give audible signal before overtaking and passing such pedestrian.~~

~~(b) Law enforcement and fire rescue/emergency medical technician (EMT) personnel, while in the performance of their duties with respect to bicycle patrol and EMT/rescue patrol operations, are exempt from the provisions of this section.~~

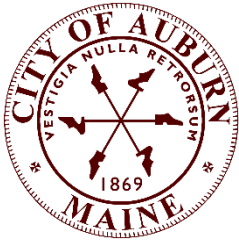


City Council Ordinance

~~Sec. 52-263. - Applicability of traffic regulations to persons riding bicycles: Every person propelling or riding a bicycle upon a public street in the city shall be subject to the provisions of this chapter applicable to the driver of every vehicle, except those provisions of this chapter which by their very nature can have no application.~~

~~Sec. 52-264. - Speed limitation for persons riding bicycles: No person shall operate a bicycle at a speed greater than is reasonable and prudent under the conditions then existing.~~

~~Sec. 52-265. – Motorcycles: No person shall operate a motorcycle except in accordance with the provisions of 29-A M.R.S.A. § 2062.~~



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 15-03012021

Author: Holli Olivier, General Assistance Manager

Subject: Ordinance Change

Information: The Auburn Charter sec. 2.8 states "the city council shall provide for the review of the city's charter and ordinances in their entirety at least once every 15 years". Council recently completed the review of the City Charter and will now begin to review the City Ordinances.

Ordinance Section: Chapter 24 – Human Relations and Services, Article II- General Assistance Program. Section 24-19 Definitions

Ordinance Section: Chapter 24 – Human Relations and Services, Article II – General Assistance Program. Section 24-19 Definitions

Lump sum payment means a one-time or typically nonrecurring sum of money issued to an applicant or recipient after an initial application. A lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. The term "lump sum payment" includes only the amount of money available to the applicant after payment of required deductions has been made from the gross lump sum payment. The term "lump sum payment" does not include conversion of a nonliquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. **Federal stimulus checks may not be included as a "lump sum payment".**

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage

Previous Meetings and History: 2/16/2021 Council Workshop

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments: Ordinance Review form



CHARTER REVIEW | 2020

Ordinance Review Form

Current Ordinance

Ordinance Section: Chapter 24 – Human Relations and Services, Article II- General Assistance Program. Section 24-19 Definitions

Current Language

Lump sum payment means a one-time or typically nonrecurring sum of money issued to an applicant or recipient after an initial application. A lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. The term "lump sum payment" includes only the amount of money available to the applicant after payment of required deductions has been made from the gross lump sum payment. The term "lump sum payment" does not include conversion of a nonliquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses.

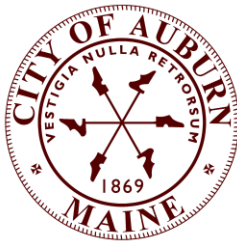
Proposed Ordinance

Ordinance Section: Chapter 24 – Human Relations and Services, Article II – General Assistance Program. Section 24-19 Definitions

New Language: *Lump sum payment* means a one-time or typically nonrecurring sum of money issued to an applicant or recipient after an initial application. A lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. The term "lump sum payment" includes only the amount of money available to the applicant after payment of required deductions has been made from the gross lump sum payment. The term "lump sum payment" does not include conversion of a nonliquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. **Federal stimulus checks may not be included as a "lump sum payment".**

Reason for proposed change

Federal stimulus checks are considered a new form of income and must be addressed accordingly.



City Council Ordinance

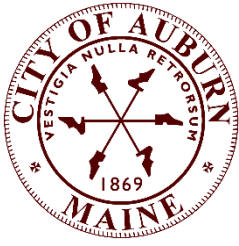
IN CITY COUNCIL

Ordinance amendment: Chapter 24 - Human Relations and Services, Article II – General Assistance Program. Section 24-19 Definitions

Be it ordained,

Ordinance Section: Chapter 24 – Human Relations and Services, Article II – General Assistance Program. Section 24-19 Definitions:

Lump sum payment means a one-time or typically nonrecurring sum of money issued to an applicant or recipient after an initial application. A lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. The term "lump sum payment" includes only the amount of money available to the applicant after payment of required deductions has been made from the gross lump sum payment. The term "lump sum payment" does not include conversion of a nonliquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. **Federal stimulus checks may not be included as a "lump sum payment".**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 16-03012021

Author: Megan Norwood, City Planner

Subject: Proposed Amendment of Chapter 61, Section 61-1 – Moratorium on social clubs and retail medical marijuana caregiver storefronts.

Information: While the City was in the process of creating an ordinance to regulate medical and adult use cannabis businesses, the City enacted a moratorium on the siting, operation, or licensing of any Social Club or Retail Medical Marijuana Caregiver Storefront within the City to allow sufficient time to craft the current ordinance under Chapter 14, Article XVIII – Adult Use and Medical Marijuana Businesses.

City Budgetary Impacts: None

Staff Recommended Action: Consider removing the moratorium language, as it is expired and no longer in effect. Schedule a public hearing and second reading for March 15th.

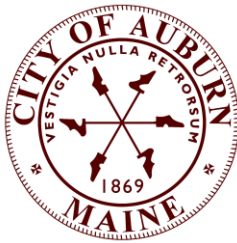
Previous Meetings and History: None

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Ordinance

IN CITY COUNCIL

Be it ordained, that the City Council strike the following language from the Auburn Code of Ordinances:

ARTICLE I. — IN GENERAL

~~Sec. 61-1. — Moratorium on social clubs and retail medical marijuana caregiver storefronts.~~

~~WHEREAS, the Maine Medical Use of Marijuana Act, codified at 22 M.R.S. §§ 2421 to 2430-B, (the "Medical Act") authorizes the possession, cultivation, and furnishing of medical marijuana to qualifying patients by caregivers, as those terms are defined in 22 M.R.S. § 2422; and~~

~~WHEREAS, section 401 of the Marijuana Legalization Act, codified at 28-B M.R.S. ch. 1 (the "Adult Use Act") authorizes municipalities pursuant to home rule authority to regulate adult use marijuana establishments, including cultivation facilities, products manufacturing facilities, testing facilities, and marijuana stores, as those terms are defined in 28-B M.R.S. § 102; and~~

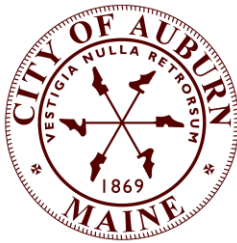
~~WHEREAS, neither the Medical Act nor the Adult Use Act nor any state agency rules promulgated thereunder expressly authorize the operation of retail stores by registered caregivers for the purpose of selling medical marijuana or medical marijuana products to qualifying patients (hereafter, "Retail Medical Marijuana Caregiver Storefronts") or the furnishing or sale of marijuana or marijuana products to consumers for on-premises consumption (hereafter, "Social Clubs"); and~~

~~WHEREAS, during the first regular session, the 128th Maine Legislature considered LD 1539, "An Act to Amend Maine's Medical Marijuana Law," which, if enacted, would amend the Medical Act to expressly authorize the operation of Retail Medical Marijuana Caregiver Storefronts, and LD 238, "An Act to Amend the Maine Medical Use of Marijuana Act," which, if enacted, would expressly authorize municipalities to regulate registered caregiver operations; however, the ultimate disposition of LD 1539 and LD 238 is unknown at this time; and~~

~~WHEREAS, no specific regulations governing Social Clubs or Retail Medical Marijuana Caregiver Storefronts exist under the City's Code of Ordinances; and~~

~~WHEREAS, the City's Code of Ordinances is insufficient to prevent serious public harm that could result from the unregulated siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts within the City; and~~

~~WHEREAS, the unregulated siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts within the City raises legitimate and substantial questions about the impact of such facilities and related uses and activities on the City, including questions as to compatibility of such facilities with existing and permitted land uses in the City; potential adverse health and safety effects on the community; the adequacy of the City's infrastructure to accommodate such facilities; and the possibility of unlawful sale of marijuana and marijuana products; and~~



City Council Ordinance

~~WHEREAS, as a result of the foregoing issues, the siting and operation of Social Clubs or Retail Medical Marijuana Caregiver Storefronts and related uses and activities within the City has potentially serious implications for the health, safety, and welfare of the City and its residents and visitors; and~~

~~WHEREAS, an overburdening of public facilities and resources, including public safety resources, is a reasonably foreseeable result of unregulated Social Clubs or Retail Medical Marijuana Caregiver Storefronts and related uses and activities located and operated in the City; and~~

~~WHEREAS, the City has established a working group charged with studying, reviewing, and making recommendations to the City Council regarding the regulation of adult and medical marijuana facilities, uses and activities, including Social Clubs and Retail Medical Marijuana Caregiver Storefronts; and~~

~~WHEREAS, the City and the working group needs time to understand the disposition of LD 1539, LD 238, and any State department rules promulgated pursuant to the Adult Use Act or the Medical Act in relation to its own Code of Ordinances and to evaluate the effects of Social Clubs and Retail Medical Marijuana Caregiver Storefronts and related uses and activities in order to prepare reasonable ordinance provisions governing the siting, licensing, and operation of such facilities, uses, and activities; and~~

~~WHEREAS, 30-A M.R.S. § 4356 authorizes the City to establish a moratorium on the processing or issuance of development permits or licenses; and~~

~~WHEREAS, in the judgment of the City Council, the foregoing findings constitute a necessity within the meaning of 30-A M.R.S. § 4356.~~

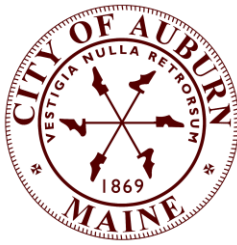
~~NOW, THEREFORE, be it ordained by the City Council of the City of Auburn, Maine, as follows:~~

~~1. Moratorium. The City does hereby declare a moratorium on the siting, operation, or licensing of any Social Club or Retail Medical Marijuana Caregiver Storefront within the City. For purposes of this Moratorium Ordinance, these terms shall have the following meanings:~~

~~a. "Social Club" shall mean any premises where marijuana or marijuana products are furnished or sold to consumers for on-premises consumption, excluding the personal adult consumption of marijuana or marijuana products pursuant to 28-B M.R.S. § 1501(2) or the consumption of medical marijuana or medical marijuana products pursuant to 22 M.R.S. § 2422 et seq.~~

~~b. "Retail Medical Marijuana Caregiver Storefront" shall mean a retail store, a retail business, or an establishment that resembles a retail storefront in terms of signage, hours of operation, and accessibility to patrons (including without limitation retail use or retail space, as those terms are defined in Article I, Sec. 60-2 of the City's Code of Ordinances) where a licensed caregiver furnishes or sells marijuana or marijuana products to qualifying patients, as those terms are defined in 22 M.R.S. § 2422.~~

~~2. Date of Applicability. Notwithstanding 1 M.R.S. § 302 or any other law to the contrary, and regardless of the Effective Date, this Moratorium Ordinance shall govern and apply to all proceedings, licenses, and applications for a Social Club or Medical Marijuana Caregiver Storefront that were or are pending before the City Clerk, Code Enforcement Officer, or the Planning Board on or any time after May 31, 2018 and, to the extent allowed by 30-A M.R.S. § 3007(6), shall nullify the issuance of any final approval of the City Clerk, Code Enforcement Officer, or the Planning Board made on or at any time after May 31, 2018 that authorizes the operation of a Social Club or Medical Marijuana Caregiver Storefront (the "Date of Applicability").~~



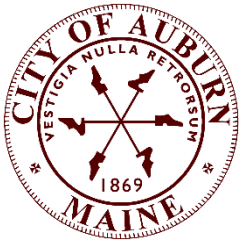
City Council Ordinance

3. ~~Effective Date.~~ This Ordinance shall become effective immediately upon its final passage by the City Council (the "Effective Date") and shall remain in full force and effect for a period of 180 days, unless extended, repealed, or modified in accordance with applicable law.

4. ~~Conflicts; Savings Clause.~~ Any provisions of the City's Code of Ordinances that are inconsistent with or conflict with the provisions of this Moratorium Ordinance are hereby repealed to the extent applicable for the duration of this moratorium. If any section or provision of this Moratorium Ordinance is declared by a court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

5. ~~Violations.~~ If any Social Club or Medical Marijuana Caregiver Storefront is located or operates in the City, in violation of this Moratorium Ordinance, each day of any continuing violation shall constitute a separate violation of this Moratorium Ordinance and the City shall be entitled to all rights available to it pursuant to 30-A M.R.S. § 4452, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

(Ord. No. 03-06182018, 6-18-2018)



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Ordinance: 17-03012021

Author: Brian Wood, Assistant City Manager

Subject: Veteran relocation and development incentive program

Information:

This ordinance amendment would add language to Appendix A waiving or reducing permit fees for veterans/widows of veterans in the following ways:

- Residential Construction - owner occupied single family and multifamily new construction and rehabilitation (up to 3 units dwellings) will be eligible for 100% reduction in permitting fees.
 - Commercial Construction – 50% reduction in permitting fee's (not including state fees administered by the city) for new construction and rehabilitation of existing structures.
-

City Budgetary Impacts: TBD

Staff Recommended Action: Public hearing and first reading.

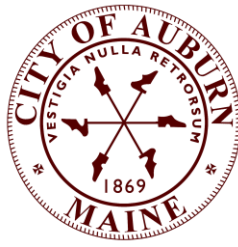
Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: None.



City Council Ordinance

IN CITY COUNCIL

Veteran Relocation and Development Incentive Program Amendment to Appendix A – Fees and Charges

Be it ordained, that the City Council hereby amends Appendix A – Fees and Charges of the Code of Ordinances to include the Veteran Relocation and Development Incentive Program below.

Appendix_A___FEES_AND_CHARGES

Other General Information:

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.
- All first time applications must be made in person, unless otherwise specifically stated herein.
- All on-line licenses will receive a 10% discount unless otherwise indicated herein.
- **Residential Construction - A Veteran/Widow of a Veteran or contractor on behalf of a Veteran/ Widow of a Veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily unites, up to 3 unit structures. This does not apply to state fees administered by the City of Auburn.**
- **Commercial Construction - A Veteran owned business* or subcontractor hired by a Veteran owned business*, will be entitled to a 50% fee reduction/ reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state fees administered by the City of Auburn.**

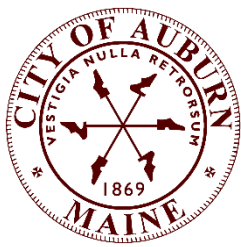
***Veterans-Honorably discharged from federal service, must present DD-214 to Economic and Community Development office for fees to be waived.**

****Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a Veteran.**

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 1, 2021

Orders: 21-03012021 through 29-03012021

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on February 22, 2021 to review applications and make their nominations for various boards and committees of the City as follows:

Conservation Commission – Ian Campbell, new appointment, term expiration 6-1-2022
Planning Board – Evan Cyr, full member, re-appointment, term expiration 1-1-2024
Planning Board – Riley Bergeron, moving from associate to full member, term expiration 1-1-2024
Planning Board – Brian Dubois, associate member, new appointment, term expiration 1-1-2023
Sewer District Board of Trustees – Raymond Fortier, re-appointment, term expiration 3-1-2025
Water District Board of Trustees – Robert Cavanagh, re-appointment, term expiration 3-1-2025
Water District Board of Trustees – Kevin Arel, new appointment, term expiration 3-1-2025
Zoning Board of Appeals – Courtney McDonough, full member, re-appointment, term expiration of 10-01-2023
Zoning Board of Appeals – Joseph Morin, full member, new appointment, term expiration of 10-01-2023

Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

City Budgetary Impacts: None

Staff Recommended Action: Motion to appoint members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on February 22, 2021 to make their recommendations.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

Vacancies, Application Spreadsheet, Applications, Orders 21-03012021 through 29-03012021

VACANCIES

The City of Auburn has several boards and committees that citizens can volunteer to be a member of. Our current Board and Committee vacancies are listed below:

Age Friendly Community Committee - 1 vacancy, with a term expiration of 6/1/2021

Representatives from the Auburn Public Library, Area Agency on Aging, Seniors Plus, Lewiston Auburn Transit Committee, Auburn Housing Authority, community based senior organizations, and the Auburn School Department are encouraged to apply to serve on the Age Friendly Community Committee.

Auburn Housing Authority - 1 vacancy with a term expiration of 10/01/2025

Auburn Sewer District - 1 vacancy with a term expiration of 3/1/2025

Auburn Water District - 2 vacancies each with a term expiration of 3/1/2025

Audit Committee - 1 vacancy, term expiration December 31, 2021

Board of Assessment Review - 3 vacancies, alternate positions, one has a term expiration of 10/1/2025, and two with a term expiration of 10/1/2022

Cable TV Advisory Committee - 1 vacancies - with a term expiration of 6/1/2022

Citizens Advisory Committee - 1 vacancy, term expiration of 6/30/2022

City Council Student Representative - 2 appointments

Complete Streets - 1 vacancy with a term expiration of 1/1/2024

Conservation Commission - 1 vacancy with a term expiration of 6/1/2022

Ethics Committee - 1 vacancy with a term expiration of 11/1/2023

Planning Board - 3 vacancies, one associate member with a term expiration of 1/1/2023, two full member positions both with a term expiration of 1/1/2024

Zoning Board of Appeals - 5 vacancies, two associate positions with term expirations of 10/01/2022 and 10/01/2023 and three full member positions with term expirations of 10/01/2023.

Board Committee Applications
February 22, 2021

Board or Committee	Ward	Last Name	First Name	Address
Age Friendly Committee	N/A	Wallace	Donna	Minot resident/Library empl.
Conservation Commission	4	Campbell	Ian	13 Mountainview Drive
	2	Griswold	David	199 Gamage Avenue
Planning Board	2	**Bergeron	Riley	142 Conant Avenue
	3	*Carroll	Daniel	95 Clover Lane
	1	*Cyr	Evan	435 West Auburn Road
	3	Dubois	Brian	138 Fairview Avenue
	2	Hayes	Robert	172 Allen Avenue
	4	Morin	Joseph	353 Danville Corner Road
Sewer District	3	*Fortier	Raymond	26 Trask Avenue
Water District	1	Arel	Kevin	399 Mount Auburn Avenue
	1	*Cavanagh	Robert	127 Field Avenue
	2	Morse	Steven	29 Simpsons Beach Road
	1	Rousseau	Pam	745 West Auburn Road
Zoning Board of Appeals	4	*McDonough	Courtney	370 Stevens Mill Road

* Indicates this applicant is seeking re-appointment

** Indicates this person is an associate/alternate member seeking full member status

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Thursday, January 7, 2021 12:28 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 1/7/2021

First Name: Donna

Middle Initial:

Last Name: Wallace

Residence Address: 108 Jackson Hill Road

Ward: I am not an Auburn resident

City: Minot

Home Phone: 302-690-0553

Cell Phone: 302-690-0553

E-mail Address: dwallace@auburnpubliclibrary.org

Current Occupation: Librarian

Previous Occupation (if retired or no longer working):

Education and/or experience: Have worked in libraries and with the public for 20 years.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Age-Friendly Community Committee

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): It is important, in my role as Adult Services Manager at the Auburn Public Library, to be aware of the issues which face our community members. Being a part of this committee would help me to identify the needs of older citizens and make certain the Auburn Public Library is doing all it can to meet the needs for those residents through the materials, resources, and programming.

What do you hope to accomplish?: Connection to the community and the needs of its citizens is vital in my role at the Library. Being a part of this committee will serve a dual purpose -- to further my awareness of services and resources

offered by community partners; and to help me work toward meeting any library-service related needs of the aging population.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No.

Dates served (if known): N/A

How did you learn of this vacancy?: Twitter post.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Donna L. Wallace

Date of Electronic Signature: 1/7/2021

From: donotreply@auburnmaine.gov
To: [Susan Clements-Dallaire](#)
Subject: A New Form Has Been Submitted - Board/Committee Application
Date: Wednesday, February 17, 2021 12:54:06 PM

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 2/17/21

First Name: David

Middle Initial: D

Last Name: Griswold

Residence Address: 199 Gamage Ave

Ward: Ward 2

City: Auburn

Home Phone: 207-783-4833

Cell Phone: 207-577-1720

E-mail Address: dave.griswold370@gmail.com

Current Occupation: licensed forester, retired

Previous Occupation (if retired or no longer working): forester, wood buyer and forest certification mgr.

Education and/or experience: BA Biology and Gov't, BS Forestry, Maine Sustainable Forestry Initiative executive committee, Auburn committees below

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Conservation Commission

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have been attending the Conservation Commission meetings as Community Forest Subcommittee Chair. Since there are openings, I would like to be able to participate in the Conservation Commission activities as a voting member. I could also serve as a link between the Conservation Commission and the Ag Committee, which I serve on.

What do you hope to accomplish?: Help advance conservation related initiatives and enhance the quality of life in our City.

Are you presently serving on a City or Community Board or Committee? If so, which one(s): Conservation Commission Community Forest Subcommittee, Ag Committee

Have you previously served on a City or Community Board or Committee? If so, which one(s): Long time member of Community Forest Board, Past School Committee Chair

Dates served (if known): Community Forest Board 2001-2018, 2020-present. School Committee 1993-1996 (approx)

How did you learn of this vacancy?: Through attending Conservation Commission meetings.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: David D. Griswold

Date of Electronic Signature: 2 17 21

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Monday, February 8, 2021 11:54 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 02/08/2021

First Name: Ian

Middle Initial:

Last Name: Campbell

Residence Address: 13 mountainview drive

Ward: Ward 4

City: auburn

Home Phone: 2077123304

Cell Phone: 2077123304

E-mail Address: icampbell@momentumtireandwheel.com

Current Occupation: Business owner

Previous Occupation (if retired or no longer working):

Education and/or experience: college degree

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): ~~Planning Board~~ conservation committee*
* see attached email

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As someone who was born and raised in auburn I have seen the city both prosper and struggle. I know the potential of this city and its people, I want to part of the solution for a prosperous future. The citizens of auburn deserve a competent local government that can maneuver the complexities of economic cost/benefit analyses and help guide the city in responsible decision making. I believe I can be part of the team providing this leadership and guidance.

What do you hope to accomplish?: It may sound cliché, but I want to be part of helping revive the city I grew up in, and make it a better place for my son to live in.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known):

How did you learn of this vacancy?: Facebook post

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Ian Campbell

Date of Electronic Signature: 02/08/2021

X

Susan Clements-Dallaire

From: Ian Campbell <icampbell@momentumtireandwheel.com>
Sent: Thursday, February 11, 2021 8:31 AM
To: Susan Clements-Dallaire
Subject: Planning board application Ian Campbell

Good morning,

I would like to formally request a position on the conservation committee. I submitted an application last week indicating the application be considered for the planning board and would like to change that request.

Thank you
Ian Campbell

Sent from my iPhone

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Friday, January 8, 2021 11:21 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 01/08/2021

First Name: Daniel

Middle Initial: S

Last Name: Carroll

Residence Address: 95 Clover Lane

Ward: Ward 3

City: Auburn

Home Phone: 207-754-5992

Cell Phone: 207-754-5992

E-mail Address: dcarroll@androtitle.com

Current Occupation: Processor/Closing Agent

Previous Occupation (if retired or no longer working):

Education and/or experience: Present planning board member

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): To continue to help our City

What do you hope to accomplish?: Make Auburn great!

Are you presently serving on a City or Community Board or Committee? If so, which one(s): Planning Board

Have you previously served on a City or Community Board or Committee? If so, which one(s): Planning Board

Dates served (if known): Serving now

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Daniel Carroll

Date of Electronic Signature: 01/08/2021

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Tuesday, January 12, 2021 9:18 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 01/12/2021

First Name: Brian

Middle Initial: J

Last Name: DuBois

Residence Address: 138 Fairview Avenue

Ward: Ward 3

City: Auburn

Home Phone: 2073339019

Cell Phone: 2073339019

E-mail Address: brian@duboisrealtygroup.net

Current Occupation: Real Estate Professional

Previous Occupation (if retired or no longer working): Executive Director, Auburn-Lewiston YMCA

Education and/or experience: BS Business, Bentley University '92

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a real estate professional who was born and raised in Auburn, yet has also had the opportunity to reside in other communities both within Maine and out of state, I believe I can provide a unique perspective to the board and help advance our community. I'm at a particular point in my life where I believe I can assume such a responsibility.

What do you hope to accomplish?: My intent is to learn and to work with the Board and City Staff toward the betterment of our city. One particular interest of mine - among others - is to improve the first impressions of the city by addressing our gateways.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No, this would be my first.

Dates served (if known): N/A

How did you learn of this vacancy?: I registered to receive email notices from the city.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Brian J. DuBois

Date of Electronic Signature: 01/12/2021

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Wednesday, January 13, 2021 2:45 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 1/13/2021

First Name: Evan

Middle Initial:

Last Name: Cyr

Residence Address: 435 West Auburn Rd

Ward: Ward 1

City: Auburn

Home Phone: 207-991-1159

Cell Phone: 207-991-1159

E-mail Address: egcyr@hotmail.com

Current Occupation: Teacher

Previous Occupation (if retired or no longer working): N/A

Education and/or experience: MA, CAS Education, Auburn Planning Board, LAWPC, and Strategic Plan Sub Committee

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am very excited about the direction that the City is going in regarding its emphasis on economic development. I think that I can have a positive effect on this effort and I enjoy doing work for my community. I also believe that I can bring experience to the Planning Board, which is important given the amount of turnover on that board within the last two years.

What do you hope to accomplish?: I hope to have a positive effect on the growth and development of our city.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Planning Board

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Planning Board and Strategic Plan Subcommittee

Dates served (if known): 2012 - Present.

How did you learn of this vacancy?: This vacancy is created by the expiration of my current term on the Board.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Evan G. Cyr

Date of Electronic Signature: 01/13/2021

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Sunday, February 7, 2021 9:08 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 2/7/21

First Name: Joseph

Middle Initial: Remus

Last Name: Morin

Residence Address: 353 Danville Corner rd, Auburn, 04210, ME

Ward: Ward 4

City: Auburn

Home Phone: 2075777629

Cell Phone: 2075777629

E-mail Address: jrmorin@gmail.com

Current Occupation: Sales

Previous Occupation (if retired or no longer working):

Education and/or experience: (AAS) Business Admin & Management, Business development, Project Management, Marketing, Sales.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): Simply put I'm a stake holder. My wife and I both work in Auburn. I work in the private sector and my wife is a teacher at Fairview. My son attends Pre-K at Fairview. We own our home and an investment property here in Auburn. We are both Red Eddies and have the same plan for our young son. I am a CMCC graduate. I am passionate about Auburn's success and the quality of life that we provide here for my friends and neighbors. I'm ready to get involved in helping guide the path of the town I love so much. My hope is that my 4 year old will be proud to call Auburn home just like my Grandfather did. Everything that defines my family has Auburn attached to it. How could I not serve with as much as I have invested in this community.

What do you hope to accomplish?: My goals are to evaluate all topics pragmatically in an attempt to provide solutions that are thoughtful and inclusive. I am excited by the opportunity to collaborate with my neighbors to identify opportunities for Auburn to move forward in a positive way.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: no

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: no

Dates served (if known):

How did you learn of this vacancy?: City of Auburn website

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Joseph R. Morin

Date of Electronic Signature: 2/7/21

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 10/23/20
Last name: HAYES First name: ROBERT Middle initial: P
Residence address: 172 ALLAN AVE Ward: 2
City: AUBURN State: ME Zip code: 09210
Home phone: 207-781-1386 Work phone: _____ Cell phone: 207-231-3903
Email address: JLHAYES1868@YAHOO.COM
Current occupation: RETIRED
Previous occupation (if retired or no longer working): SMALL BUSINESS OWNER/MGR
Educational and/or experience (or attach your resume): ATTACHED

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a ☒ new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

DESIRE TO STAY INVOLVED AND HAVE EXPERIENCE FROM 13 YEARS ON THE PLANNING BOARD AND 13 YEARS ON THE COUNCIL

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

TO ADVANCE THE RECENTLY DEVELOPED STRATEGIC PLAN AND TO PARTICIPATE IN THE REVIEW & UPDATE OF THE CITY'S COMPREHENSIVE PLAN

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

YRS

PLANNING BOARD & CITY COUNCIL

Dates served (if known)? PLANNING BOARD '77-'90
COUNCIL '05-'15, '18-'19

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: [Signature] Date: 10/23/20

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____

APPOINTMENT DATE: _____

TERM EXPIRATION DATE: _____

OATH DATE: _____

For more than 60 years, I have been involved in our community,

- as student in the Auburn Public Schools,
- as owner/manager of J.L.Hayes/Agway,
- as member of the Chamber of Commerce,
- as member/chairperson of the Planning Board,
- as Ward 2 City Councilor,
- as member of the L/A Railroad Co. Board,
- as City representative to the L/A Airport Board,
- as a certified ski instructor at Lost Valley.

EDUCATION:

- Auburn Public Schools (ELHS 65)
- Union College, Schenectady, NY (Industrial Economics)
- Univ. of Southern Maine (Business Administration)
- Univ. of Maine – Augusta (Public Administration)
- Navy Officer Candidate School, Newport, RI
- Navy Supply School, Athens, GA

PROFESSIONAL EXPERIENCE:

- United States Navy (Active '70-'73; Reserve '73-'95; Retired Commander, Supply Corps)
- E.C.Jordan Co., Portland, ME (Community and Regional Land-Use Planner '69-'70, '73-'75)
- J.L.Hayes/Agway (Small Business Manager 1975-2015)

COMMUNITY INVOLVEMENT:

- Chamber of Commerce (1975-2015)
- Auburn Planning Board (Member '77-'90, Chairperson '88-'90)
- Lewiston Downtown Development & Management Corp. (Director '80-'87, Chairperson '85-'87)
- Auburn City Council (Ward 2, 2005-2015)
- Auburn Board of Assessment Review (2016-2017)

From: donotreply@auburnmaine.gov
To: [Susan Clements-Dallaire](#)
Subject: A New Form Has Been Submitted - Board/Committee Application
Date: Thursday, February 18, 2021 4:06:59 PM

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 2/18/21

First Name: Riley

Middle Initial: P

Last Name: Bergeron

Residence Address: 142 Conant Ave

Ward: Ward 2

City: Auburn

Home Phone: 2072128760

Cell Phone: 2072128760

E-mail Address: the.riley.bergeron@gmail.com

Current Occupation: Owner of Cailler Painters

Previous Occupation (if retired or no longer working):

Education and/or experience: I have a degree in Environmental Planning and Policy and have served as an associate board member for the past year.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Desire to move from an alternate/associate to full member

Briefly describe why you want to serve on a board/committee (1,000 character limit): Over the past year as an associate planing board member I have learned a lot about the functions of the planning board and think that I can positively contribute to the goals of the board. I am very interested in the Comprehensive Plan update that is coming soon as well as the several solar projects that were approved to be constructed in the agricultural zone. I think it is important to be involved in my local community and would be happy to do what I can for the city i grew up in.

What do you hope to accomplish?: Looking back over the past year, the proposals that came before the board that involved approving solar energy projects in the agricultural zone were and are things I get excited about. Not so much that I want to accomplish passing proposals like that as I want to continue to support development that is win/win like those projects are. They allow a farmer to make a profit off land that is not agriculturally profitable while at the same time producing clean energy which is a win for everyone.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? I am currently an associate member of the planning board.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Yes, this past year I was an associate member of the planning board.

Dates served (if known): February 2020 - present.

How did you learn of this vacancy?: Fellow board members recomend I become a full member.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Riley Bergeron

Date of Electronic Signature: 2/18/21



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 2/17/21
Last name: Fortier First name: Raymond Middle initial: P
Residence address: 26 TRASK AVE. Ward: 3
City: Auburn State: Maine Zip code: 04210
Home phone: 203-6144 Work phone: _____ Cell phone: 203-8020
Email address: _____
Current occupation: retired
Previous occupation (if retired or no longer working): AWSD
Educational and/or experience (or attach your resume): 12yr. some Business course.
Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

☐ 9-1-1 Committee
☐ Auburn Housing Authority
☐ Board of Assessment Review
☐ CDBG Loan Committee
☐ Complete Streets Committee
☐ Ethics Panel
☐ L/A Transit Committee
☐ Planning Board
☐ St. Louis Bells Committee
☐ Zoning Board of Appeals

☐ Airport Board
☐ Audit & Procurement Committee
☐ Cable TV Advisory Board
☐ Community Forest Board
☐ Conservation Commission
☐ Finance Committee
☐ Parks & Recreation Advisory Board
☒ Sewer District
☐ Water District
☐ Other _____

Is this application for a ___ new appointment or X reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To Help ASD, Not to let Sewer Dist. lose

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). _____

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? 2 yrs

Dates served (if known)? _____

Have you previously served on a City or Community Board or Committee? If so, which one(s)? _____

Dates served (if known)? _____

How did you learn of this vacancy? my time has run out.

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Raymond R. Taylor Date: 2/17/21

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Saturday, February 6, 2021 8:54 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 2/6/2021

First Name: Steven

Middle Initial: W

Last Name: Morse

Residence Address: 29 Simpsons beach rd

Ward: Ward 2

City: Auburn

Home Phone: 207-333-9829

Cell Phone: 207-333-9829

E-mail Address: Morserentals@yahoo.com

Current Occupation: Self employed Rental Property?s Lewiston /Auburn

Previous Occupation (if retired or no longer working): Maine Department of Corrections

Education and/or experience: Bachelor of Arts Criminal Justice -Norwich University

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Water District

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): It would be an honor to serve on the water district board for the City of Auburn. As a resident of Auburn for 20 years and living in the Taylor pond and Lake Auburn Watershed. I have a good understanding of the area, I'm also familiar with working with the water district with summer water issues on Simpsons Beach. I'm familiar with the water and sewage from the property's I own. I know some of my knowledge may be helpful.

What do you hope to accomplish?: Hope to help establish a fair and equal rates for both Lewiston and auburn residents, as well as help to determine responsibility for the twin cities involving the water district. Help create additional recreational opportunities for lake Auburn as well as Taylor pond.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: None

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: None

Dates served (if known):

How did you learn of this vacancy?: From City Members

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Steven Morse

Date of Electronic Signature: 2-6-2021

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: Feb. 8, 2012

Last name: Cavanagh First name: Robert Middle initial: G

Residence address: 127 Field Ave. Ward: 2

City: Auburn State: ME Zip code: 04210-4522

Home phone: (207) 783-1032 Work phone: NA Cell phone: NA

Email address: railtrailbiker@gmail.com

Current occupation: retired

Previous occupation (if retired or no longer working): State of Maine Dept. of Human Services
caseworker

Educational and/or experience (or attach your resume): 1967 ELHS graduate
University of Maine at Farmington: 1967-1971: BS Degree

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input checked="" type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Other _____ |

Is this application for a ___ new appointment or X reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

As a life-long resident of the City of Auburn I have always been fully aware of the enormous value of Lake Auburn as

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).

I will continue to support the delicate balance that must be kept, allowing recreational boating and fishing opportunities for the public,

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

Auburn Sewer District

Dates served (if known)? March 1, 2006, to present

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Yes Voter Appeals Board

Dates served (if known)? Approx. 2015

How did you learn of this vacancy? _____

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: Robert Cavanaugh Date: Feb. 8, 2021

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

the sole reliable source of safe drinking water for Auburn and Lewiston, and the importance of keeping the lake clean and safe. I have always been and continue to be keenly interested in the lake's protection from any potential source of pollution from the lake's shoreline or watershed tributaries, and in more recent years the gulls.

as is now the policy. Preservation of excellent water quality is of utmost importance. I am a fiscal watchdog in overseeing monthly expenditures. I support fiscally sound annual budgets with modest rate increases every few years, allowing for our aging underground water pipe infrastructure to be slowly replaced, looking-out for District employees, and continuously keeping water rates among the lowest in the state for District water customers.

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Wednesday, February 10, 2021 7:19 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 02/10/2021

First Name: Kevin

Middle Initial:

Last Name: Arel

Residence Address: 399 Mount Auburn Ave

Ward: Ward 1

City: Auburn

Home Phone: 2077863430

Cell Phone: 2077541045

E-mail Address: kevco9@yahoo.com

Current Occupation: Sales

Previous Occupation (if retired or no longer working):

Education and/or experience: Business deg (USM), multiple business owner, lived in Auburn all my life.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Water District

OTHER (Ad-Hoc Committees not on the list above):: Pres, Auburn Ski Association, Former board mbr LAWNA

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a resident in the Lake Auburn watershed serviced by a well and the owner of two other Auburn properties serviced by the AWD, I can offer a perspective of both experiences.

What do you hope to accomplish?: I hope to learn and offer opinions that can benefit Auburn's great water source and delivery system.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: no

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No.

Dates served (if known):

How did you learn of this vacancy?: Dan Bilodeau

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.
By typing your full name below, you are "signing" this electronic application.: Kevin Arel

Date of Electronic Signature: 02/10/2021

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Friday, February 12, 2021 9:49 PM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 02/12/2021

First Name: Pam

Middle Initial:

Last Name: Rousseau

Residence Address: 745 West Auburn Rd

Ward: Ward 1

City: Auburn

Home Phone: 207-754-6930

Cell Phone: 207-754-6930

E-mail Address: pam.rousseau@yahoo.com

Current Occupation: Androscoggin Historical Society Admin Assistant

Previous Occupation (if retired or no longer working): Teacher

Education and/or experience: BS Earth Science

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Water District

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I live in the watershed, use the trails, walk Whitman Spring Road and kayak.
I would like to be part of the planning and decisions.

What do you hope to accomplish?: To help make sure we are good stewards of our resources.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: no

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: no

Dates served (if known):

How did you learn of this vacancy?: from trying to be involved for the last few years. I have attended meetings and get emails.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Pam Rousseau

Date of Electronic Signature: 01/12/2021

Susan Clements-Dallaire

From: donotreply@auburnmaine.gov
Sent: Thursday, October 1, 2020 11:20 AM
To: Susan Clements-Dallaire
Subject: A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 10/01/2020

First Name: Courtney

Middle Initial:

Last Name: McDonough

Residence Address: 370 Stevens Mill Road

Ward: Ward 4

City: Auburn

Home Phone: 2078919356

Cell Phone: 2078919356

E-mail Address: cmcdonough107@gmail.com

Current Occupation: Compliance Officer for bank

Previous Occupation (if retired or no longer working):

Education and/or experience: Legal Studies Bachelors Degree

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Zoning Board of Appeals

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am currently the chair of the Board and would like to continue to serve my community in this capacity.

What do you hope to accomplish?: To be able to serve my community and maybe learn something along the way.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yes, the Zoning Board of Appeals

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Yes, the Zoning Board of Appeals

Dates served (if known): Since October 2015

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Courtney McDonough

Date of Electronic Signature: 10/01/2020



ORDER 21-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Ian Campbell to the Conservation Commission with a term expiration of 6-1-2022 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 22-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Riley Bergeron as full member of the Planning Board with a term expiration of 1-1-2024 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 23-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Evan Cyr to serve as a full member of the Planning Board with a term expiration of 1-1-2024 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 24-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Brian Dubois as associate member of the Planning Board with a term expiration of 1-1-2023 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 25-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Raymond Fortier to the Auburn Sewer District Board of Trustees with a term expiration of 3-1-2025 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 26-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Kevin Arel to the Auburn Water District Board of Trustees with a term expiration of 3-1-2025 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 27-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Robert Cavanagh to the Auburn Water District Board of Trustees with a term expiration of 3-1-2025 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 28-03012021

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby re-appoints Courtney McDonough as full member of the Zoning Board of Appeals with a term expiration of 10-1-2023 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 29-03012021

City Council Order

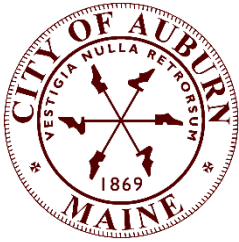
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Joseph Morin as full member of the Zoning Board of Appeals with a term expiration of 10-1-2023 as nominated by the Appointment Committee.

Holly C. Lasagna, Ward One
Brian S. Carrier, Ward Four
Belinda A. Gerry, At Large

Timothy B. MacLeod, Ward Two
Leroy G. Walker, Ward Five
Jason J. Levesque, Mayor

Stephen G. Milks, Ward Three
Katherine E. Boss, At Large
Phillip L. Crowell, Jr., City Manager



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: March 1, 2021

Subject: Executive Session

Information: Contract negotiations, pursuant to 1 M.R.S.A. Section 405(6) (D).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.